

Public Works Foundations Program



Course Outline

Finance and HR Management Foundations

What is the Finance and HR Management Foundations course?

This course is one of eight **Public Works Foundations Program** courses curated by IPWEA Victoria to develop the skills of public works professionals in key responsibility areas. Each course comprises four 4-hour sessions presented over consecutive weeks.

Course Overview

Productive collaboration between public works professionals and their project colleagues is vital. This course introduces the principles of best-practice financial and human resource management to develop foundational leadership skills.

Modules

Session 1: **Financial Management**

Session 2: **Industrial Relations**

Session 3: **Human Resource Management**

Session 4: **Work, Health and Safety**

Learning Objectives

After completing this course, participants should be able to:

- Have an appreciation of how financials fit with the rest of the business
 - Understand some basic accounting terms and concepts
 - Be aware of the main types of financial statements
 - Feel more confident speaking to their manager or finance team about financial matters
 - Recognise the main components of employee relations, as it applies in the workplace
 - Identify applicable legislation
 - Implement employee relations policies and plans
 - Develop Agreements
 - Manage conflict situations
 - Build relationships with others
 - Facilitate and co-ordinate the performance management process
 - Have meaningful and constructive performance conversations
 - Provide feedback and coach others
 - Communicate with others and undertake better negotiations
 - Define what risk is and the types of risk in business
 - Understand the risk management framework
 - Follow the risk process
 - Identify key components of WHS in Australia
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Delivery

The course is presented online to maximise accessibility for regional & interstate participants.

Facilitator

Joanne Curran enjoys working with people to find the answers to everyday business challenges. She draws on nearly 30 years of experience working in, and for, businesses of all sizes; from sole traders to very large ASX listed companies. With clients and participants, Joanne adopts a relaxed but professional style. She is happy to take the lead but prefers a collaborative approach to identifying the needs of the individuals and organisations. She aspires to create an environment where others share and enjoy their learning experience.

Who should enrol?

This course has been developed for engineers, technical officers, coordinators and supervisors engaged with the design and construction of community infrastructure.

CPD and Badge

The course provides 16-hours of structured professional development. A digital badge is provided on completion for social media application and Public Works Foundations Program graduates will be awarded a **Certificate of Public Works Engineering**.

Course Partner

