

Rookie Recruits Graduate Program

The Rookie Recruits Graduate Program is designed to enable SME businesses to compete head to head with the graduate programs offered by major companies in Australia. Rookie Recruits will act as an aggregator for the SME community to help improve the value proposition for the high caliber graduates they would like to attract.

The program structure and content is designed to provide both personal and professional development and is made up of three key components:

- The 12 month 'Zero to Hero' coaching and mentoring program
- 7 days of face to face classroom training
- Monthly networking and relationship building with program participants

'Zero to Hero' Coaching & Mentoring Program

'Zero to Hero' has been designed with 2 objectives:

1. To increase the overall performance and results of the Rookie during their first year
2. To help Rookies bridge the gap transitioning from University to work

We achieve these two objectives with individualised coaching through success principles and mentoring to enable the Rookie to identify opportunities to increase their performance and improve results. The structure of the program is:

- A 1 hour coaching session once per month
- Face to face with the coach - online using Webex
- Coaching for their first 12 months of employment

1 Year

The 7 Habits of Highly Effective People - 3 Days Classroom Training

This program provides participants with a robust and tactical implementation plan to fully integrate 'The 7 Habits' into their lives. Designed for anyone looking to become a more effective person—regardless of his or her occupation, position, or stage in life.

Topics:

- How to improve focus, communication, and balance for themselves and the organisation
- How to develop professional relationships for productive collaboration
- The importance of responsibility, accountability and commitment
- Tools to increase productivity by prioritisation
- How to reduce conflict by understanding areas they can exercise control and influence

The 7 Habits:

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand then to be understood
6. Synergize
7. Sharpen the saw

Month 3

Time Management Excellence - 1 day Classroom Training

This one day workshop provides participants an understanding of the principles of self-management, and the tools and skills to be able to achieve their highest priorities in the most effective and efficient manner.

Topics:

- Long term and strategic planning
- How to set and achieve strategic goals
- Time and project prioritisation
- Weekly planning
- Daily planning and prioritisation

Month 6

Communication and Presentation Excellence

- 1 Day Classroom Training

This program provides an understanding of the critical and often forgotten principles needed to communicate and present with excellence in a professional environment.

Topics:

- The challenges of effective communication
- Transmitting to an audience with excellence
- Listening and comprehension
- Personal communication style and preference
- Adjusting to others preferred communication styles
- Public speaking and presenting excellence
 - Design and flow
 - Delivery



Leadership Foundations

- 2 Days Classroom Training

This program provides the foundational skills of leadership and encourages high potential team members to behave as a leader today, not wait until they have the title of manager. By behaving as a leader and actively looking for additional areas of responsibility, they will increase their value to the organisation and position themselves, as future managers.

Topics:

- Leadership is a choice, not a position
- Persuasion and influencing skills
- Principles of coaching
- Giving and receiving feedback
- Getting a team to 'buy in'



Monthly Networking and Relationship Building

The key to a successful career is not just what you know, but who you know. Recognising the importance of building professional relationships, this program will equip participants with the tools they will need to feel comfortable and confident while networking. Mingling with other participants who are in similar situations will give the Rookie the practice they need to overcome social anxiety and build beneficial and long term business relationships, while having a bit of fun. This will ensure you employ an informed graduate who, through gaining a comprehensive understanding of other business challenges and experiences, contributes meaningfully in their role. Get them networking and they will:

- Develop important business acumen
- Learn best practice from other businesses
- Create potential business opportunities for your business

Management Mixer

This program recognises the importance of great leadership in growing and developing graduate talent. In order to get the most out of fresh graduates, managers will be given the opportunity to ask questions and participate in a forum focused on developing the Rookie and other talent within your organisation. Topics covered will include, but are not limited to:

- Leadership
- Best practice
- Engagement
- Retention

Limited Spots Available

The Rookie Recruits Graduate Program is an offer that extends exclusively to our partners who are winning the war for talent and making decisions based on hiring the attitude and training the skill. The benefit of employing Rookies and putting them through the Rookie Recruits Graduate Program is that with their great attitude, the fresh graduate has the enthusiasm and thirst to learn. This ensures the skills taught in this program will add real value back to your organisation, quicker.

