



## Xplore – Young Professionals Program

### Vision

To assist young professional to take responsibility to create strategies and skills to build their career and to operate more effectively in the workplace especially in terms of communication and collaboration.

### Overview

This career development program is for groups of men and women in the first five years of their career to develop skills for the workplace. The program provides four structured group sessions firstly to develop and build self-awareness and then the skills to operate effectively in the work place. The four sessions are: 'Knowing yourself', 'Communicating in the Workplace', 'Presenting to Others' and 'Career Self-Responsibility'. The program is tailored for groups up to 20 participants targeted particularly at those in the workplace less than 5 years experience.

A DISC profile will be completed before the first session and used as a basis for discussion in the first session. Each session will finish with "points of reflection" for the next session. The following session will begin with feedback and discussion centering on these points.

**Xplore's** leaders bring to this program a wealth of experience and skills.

### Target Audience

This program is appropriate for young professionals perhaps as part of a graduate program or as a follow-up to such a program after 2 or 3 years in the workplace.

### Goals

- To provide an opportunity for participants to reflect on their own behaviours and to develop a better understanding of the behaviours of others.
- To develop a greater understanding of communication styles and how each participant can adapt their style to achieve more positive outcomes.
- To build the skills to better work with and present their ideas in meetings and small group presentations.
- To expand each participants understanding that each person has of their responsibility for career development.

### The Program

- The program centres around four fortnightly group sessions of three hours each over a two-month period.
- A DISC profile to provide insights for each participant and a framework to allow them to adapt to the style of others is included in the program.
- Each session is supported by post session follow-up "points of reflection" to be further discussed at the next session.
- All attendees will receive an Xplore pack including all course materials
- All participants will be included in the Xplore Alumni events that provide an opportunity to network with other career-focused men and women.

*Personal Success For Professionals*

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### The Group Sessions

#### 1. Knowing Yourself

Participants will consider how they are seen at work. Their own DISC profile will provide a basis for reflection and be used to develop a better understanding of the broad range of behaviors that may be demonstrated by others within the framework provided by DISC.

#### 2. Career: Goals, Success and Self-Responsibility

Participants will clarify their career goals and identify their individual career success aspirations. They will develop strategies to take responsibility for their own career development. An understanding of their organisation, its goals and values will allow them to better understand the skills that they need to develop for career development.

#### 3. Communication and Presentation

Participants will cover the basic skills required to better communicate and present to others both internally and externally. This session focuses on how to prepare for a small presentation, how to use differing styles and be aware of the outcomes they seek.

#### 4. Working with Others

Participants will develop ways to adapt to others' styles to communicate more effectively with others. Participants will be provided tools to increase the effectiveness of their relationship with their manager and others in the organisation.

### Outcomes from the program

- The participants become more self-aware both through their own behavioural profiles and seeking feedback from others.
- The participants have a greater understanding of the importance of communication and are able to apply new skills to achieve greater success in their communication with others.
- The participants better understand the importance of mentors and networks to their career success and understand how to broaden their reach through these contacts.
- The participants develop actions for their development to ensure they can implement their learning. This enables the participants to take personal responsibility for themselves, their actions and their career development.

#### Program Cost

In-house program  
\$18,000 (plus GST)  
Up to 20 participants  
Additional participants \$500 plus GST  
The program includes a DISC profile

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