TN. TRADES
WOMEN
AUSTRALIA

# WORKWELL WORKPLACE DIVERSITY PROJECT

Supported by **WorkSafe** VICTORIA

**WorkWell**

## ABOUT US

Tradeswomen Australia Group are leaders in helping organisations create and improve workplace culture and environment through diversity, inclusion, and mental health & wellbeing strategies.  We have supported numerous organisations to foster innovation and creativity, improve retention and decision making as well as increasing productivity and performance.

## THE WORKWELL WORKPLACE DIVERSITY PROJECT

This ground-breaking, industry-first Project aims to work with organisations at all levels to improve the mental wellbeing of employees and workplace culture through diversity and inclusion initiatives.

Our dedicated project team will provide universal, end-to-end solutions for your organisation, work with your HR team to develop robust policies and procedures, as well as offer one on one mentoring with frontline leaders to become diversity and inclusion champions through training, and resource access.

The Project is offered to your organisation FREE, thanks to the support and funding from WorkSafe Victoria.

## PROJECT OUTCOMES

- A mentally healthy, diverse, and inclusive workplace culture that fosters innovation, productivity, and respect.
- Competitive advantage in recruitment - being industry leaders in diversifying your workplace and prioritising the mental health of employees, as well as aligning yourself with the TWA brand will assist your organisation in generating a greater variety of applicants.
- Employees who are equipped with the skills and knowledge to be diversity and inclusion champions in their workplaces.
- Evolution of relevant policies & procedures to support diversity, inclusion, and mental health and wellbeing in the workplace (where applicable).
- Creation of a mentoring/support network that will provide your organisation with internal frameworks to support new employees, particularly diverse and/or employees in potentially vulnerable circumstances.

# PARTICIPATING PARTNER ORGANISATIONS

Ventura — Since 1924

CDC VICTORIA
'linking people, places and communities'

autosports group

PEDDERS SUSPENSION & BRAKES

PORSCHE
Porsche Centre Melbourne

Patterson Cheney
Cars and Trucks since 1915

Cox Automotive™

Bayford Volkswagen Camberwell

fix AUTO COLLISION

BOORAN MOTORS — SINCE 1965
HYUNDAI · KIA · MITSUBISHI · SUZUKI · VW · NISSAN · MG Since 1924 · SKODA · Peugeot · ISUZU UTE

## ABOUT THE PROJECT

Tradeswomen Australia will provide your organisational leaders with a full suite of services, including online learning modules, virtual training sessions, mentoring, and resources.

The road to becoming a champion in diversity and inclusion is mapped out below:

- Your organisation will be provided with awareness-raising materials and resources to create understanding of the project within your workplaces.

- We will design a promotional campaign of your partnership with Tradeswomen Australia and commitment to becoming diversity and inclusion champions via social platforms.

- We will support your organisation to create a peer or mentor support system for female workers.

- You will be provided with full technical support in signing up all organisation participants to our Learning Management System (LMS), which will allow access to learning modules 24/7 through any computer or mobile device.

- Each frontline supervisor or manager will have full access to a database of toolbox meeting talks and presentations, a suite of resources to develop better understanding of each module, as well as advice on a range of diversity and inclusion topics.

- A survey will collect baseline data on the current state of wellbeing, diversity and inclusion within your organsation from your leadership team, as well as your frontline workers. Throughout the training period, periodic metrics will be provided to show improvement in mental health and wellbeing within the workplace through diversity and inclusion initiatives.

- Full support and mentoring for frontline supervisors and managers in navigating a range of mental wellbeing, diversity and inclusion issues through toolbox meeting training.

- All data collected from the training period will be collated into a full report, containing an evaluation on the outcomes of the Project and any recommendations.

# LEARNING MANAGEMENT SYSTEM (LMS) CONTENT

A full suite of online learning will be provided to your managers to educate and support them in diversity, inclusion and mental health and wellbeing, so that they can become champions in the workplace, creating and improving workplace culture and environment for all your employees.

### Module One: Policies and Procedures

This module aims to ensure employees are aware of what policies and procedures your organisation has in place to support diversity, inclusion, and mental health and wellbeing. It outlines why they are important and what behaviour is and isn't acceptable in the workplace.

### Module Two: Toolbox Meetings

This module will provide workplace leaders tools and resources to create regular toolbox meetings with their work teams, talk to their teams about learning outcomes in each of the modules, as well as activity guides to utilise for each meeting.

### Module Three: Diversity and Inclusion

This module will provide users with an in-depth understanding of what diversity means, what a diverse workforce looks like, what the benefits of diversity are, and what it means to be an inclusive workplace. Users will be able to identify the different areas that make a person diverse and have the knowledge to be able to utilise diversity and inclusion to make their workforce more productive, innovative, and positive.

### Module Four: Mental Health and Wellbeing

In this module, users will be provided with the knowledge and skills to be able to identify what poor mental health and wellbeing looks like at work. They will be provided with resources to identify the different areas that can negatively or positively impact employees' mental health and how to have conversations with employees that promote a mentally healthy workplace culture.

### Module Five: Leadership Engagement

This module will give leaders an understanding of the important role they play when it comes to change management. Users will have a greater understanding of change management, specifically the ADKAR change management model, and the level of engagement they need and responsibility they have in facilitating change.

### Module Six; Workplace Strategies for Leaders

This module will give leaders strategies they can utilise in the workplace to assist in facilitating the change this program aims to create. These strategies aim to generate employee engagement and empower them to participate in the change. It will also align the engagement with the organisation's values and create structures that will continue this engagement long-term, such as mentoring and career development programs, and measuring metrics of mental health workers' compensation, internal disputes and sick/personal leave.

### Module Seven: Engaging your Employees

This module will assist workplace leaders to create goals and targets for their workplace, empower their teams to be part of the change, as well as how to measure and support long-term change.

### Module Eight: Diversity Initiatives

This module will give your organisation various initiatives that you can implement in the workplace to increase and improve diversity. These initiatives will assist your organisation in creating a diverse workforce.

### Module Nine: Inclusion Initiatives

This module will give your organisation various initiatives that will help improve and increase the inclusivity of your workforce. It is ineffective for workforces to be diverse without being inclusive, we want to ensure your organisation has the capacity to recruit AND retain diverse employees. Inclusive workforces also promote a more positive and mentally healthy workplace culture for all employees.

# LIVE VIRTUAL TRAINING SESSIONS

To further assist your leadership team to continuously build a positive working culture and environment through diversity and inclusion values, optional virtual training sessions can be offered throughout the Project period.

The live virtual training sessions will be 45-60 minute sessions, which can be provided to your organisational leaders - frontline supervisors, managers, senior managers and/or executive teams.

Opportunities will be provided for participants to be involved in a live Q&A session with industry experts who will be able to provide them with insights and accounts of lived experiences within the diversity, inclusion & mental wellbeing realms of workplace culture. In addition, our experienced team will be on hand to provide information and resources to participants on a range of diversity and inclusion requirements.

Each session will be hosted by an experienced trainer, who will promote and discussa different topic within the diversity, inclusion and mental health & wellbeing space. Once the training has been completed, the trainer will then open the session up for panel members (industry experts) to engage in answering questions from participants.

The face to face interaction, positive discussion and collaboration, as well as problem solving will provide your leadership team with further skills and tools to:
- improve communication and interaction skills with diverse workforce
- improve decision-making and change management
- encourage teams to uphold the values, behaviours and missions of the organisation, and
- manage complex issues and situations within the workplace.

# CULTURE TESTING AND REPORTING

Workplace culture sits at the very heart of each organisation, strengthening or undermining your business' objectives. It is essential to gauge the performance levels of workplace culture and environment in order to improve engagement, performance, retention, work satisifaction, as well as improve your talent pipeline.

Everyone participating in the project will need to complete surveys throughout the duration to assess current levels of culture, understanding, attitudes, opinions and feedback on areas of diversity, inclusion and workplace wellbeing.

**Baseline Survey**
Leaders, managers, and/or supervisors will be required to complete one survey at the beginning of the project and one survey at the end of the project to evaluate overall changes.

**Pulse Surveys**
Frontline worker participants (minimum 5 per site or group) will be required to complete pulse surveys (approx. 5-7 questions) after each Toolbox Talk. This is to provide regular feedback regarding the projects effectiveness.

These surveys will be anonymous, however, it is encouraged that the same participants complete each survey throughout the duration of the project to monitor progress.

Your organisation will have access to an analytics dashboard where you will be able to view changes in survey responses and track improvement based on demographic data.

# SUPPLEMENTARY OPPORTUNITIES

Tradeswomen Australia can enhance your experience and potentially improve project outcomes by incorporating the following support mechanisms based on your current requirements:

## CODE OF CONDUCT AND VALUES SUPPORT

We can provide assistance in the development of a diversity and inclusion element within your organisation's current value system.

We can also support you in reviewing your organisation's current code of conduct, so that diversity, inclusion, and mental health & wellbeing can be incorporated effectively.

## NETWORK SUPPORT FOR FEMALE WORKERS

We can offer an extra layer of support for entry-level female apprentices, as well as existing tradeswomen in your organisation by offering memberships and access to female trade networks. This extra service will help female workers feel supported, potentially increasing workplace happiness levels.

## IMPROVING YOUR TALENT PIPELINE

We can integrate a virtual training session that shines a light on potential conscious and unconscious biases, how biases can have a detrimental effect on the recruitment process, and practical measures to challenge and overcome these.

We can also assist in advertising job opportunities through our jobs portal. Coupled with our initial promotion of your participation in the Project, it will assist in branding your organisation as an employer of choice for females, as you are actively invested in their wellbeing and safety in a male-dominated industry.

## MENTORING SUPPORT FOR FEMALE WORKERS

We can facilitate mentoring opportunities for your tradeswomen or we can establish an internal mentoring framework for your organisation that aims to attract and retain female talent through support and skill development.

# FURTHER INFORMATION

The standard Project delivery structure is provided below:

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|---|---|
| TOOLBOX ONE | Policies and Procedures + Pulse Survey |
| TOOLBOX TWO | Diversity and Inclusion + Pulse Survey |
| TOOLBOX THREE | Mental Health and Wellbeing + Pulse Survey |
| TOOLBOX FOUR | Workplace Culture + Pulse Survey |
| TOOLBOX FIVE | Empowering your Team + Pulse Survey |
| TOOLBOX SIX | Diversity Initiatives + Pulse Survey |
| TOOLBOX SEVEN | Inclusion Initiatives + Pulse Survey |

# CONTACT

Please contact our friendly staff to organise a meeting to discuss your requirements: **info@twaus.com.au.**

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