

mcmillan

NATIONALLY RECOGNISED QUALIFICATIONS

Empower Your Workforce: Tailored Training Solutions

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McMillan Staff Development: Your Partners in Progress

At McMillan Staff Development, we stand at the forefront of professional education, driving success through our bespoke training solutions since 1989. Founded with the vision of cultivating a skilled workforce, we've grown alongside the businesses we serve, nurturing a tradition of excellence that's as personal as it is professional.

Unwavering Commitment to Quality

Our ethos is simple: we deliver training that transcends the ordinary. Each course is more than just a learning experience; it's a step towards mastery. We are dedicated to the craft of creating educational experiences that resonate, empower, and endure. With a foundation built on quality, we ensure that our training solutions are informative and transformative.

Tailored Training Solutions

Understanding that no two businesses are alike, we excel in curating training programs that align precisely with your unique operational needs. Our approach is both agile and comprehensive, ensuring flexibility in delivery and steadfastness in quality. From on-site workshops to online courses tailored for your schedule, we craft our services to fit around your strategic objectives, because we know that the right training is the keystone of business success.

A Message from Ben McMillan, Director

As the steward of McMillan Staff Development, it's my mission to uphold the legacy of exceptional service and tailored solutions that my mother envisioned when she laid our foundation. Alongside our talented team and my partner, Lauren, I am committed to ensuring that every course we design and deliver not only meets but exceeds your expectations.

Partner with us, and let's chart a course for success that will invigorate your team, bolster your operations, and leave a lasting mark of quality on your enterprise.

Comprehensive Qualifications for Every Professional Pathway

At McMillan Staff Development, we offer an array of qualifications to meet the diverse needs of today's evolving business environments. Our courses are meticulously designed to be industry-relevant, providing your team with the skills needed to excel in their respective fields. Here's a glimpse of the qualifications we offer, each with a dedicated purpose and profound impact.

- Certificate III in Business - BSB30120
- Certificate IV in Business - BSB40120
- Diploma of Business - BSB50120
- Certificate IV in Government - PSP40122
- Diploma of Government - PSP50122
- Certificate IV in Human Resources - BSB40420
- Diploma of Human Resources - BSB50320
- Certificate IV in Leadership and Management - BSB40520
- Diploma of Leadership and Management - BSB50420
- Certificate IV in Project Management Practice - BSB40920
- Diploma of Project Management Practice - BSB50820

Business Qualifications

Harness the potential of your workforce with our suite of Business Qualifications. From administrative prowess to strategic business management, these courses are designed to fortify the skills and knowledge foundational to business success. Whether starting a career or elevating an established one, our qualifications help professionals navigate the complex business landscape with confidence and competence.

Certificate III in Business - BSB30120

- This entry-level qualification lays the foundation for effective workplace performance and offers essential skills for business administration.
- Increases efficiency and productivity in administrative roles, fostering a more organised and responsive business environment.
- Target Audience - Employees seeking to enhance administrative and customer service skills.

Certificate IV in Business - BSB40120

- A step-up for those looking to gain supervisory roles, focusing on leadership and problem-solving abilities.
- Prepares employees for leadership, improving team dynamics and operational effectiveness.
- Target Audience: Aspiring or current supervisors and team leaders.

Diploma of Business - BSB50120

- A comprehensive dive into advanced business operations, strategic planning, and management.
- Equips leaders with strategic insight, fostering innovation and long-term business growth.
- Target Audience: Mid-level managers and entrepreneurs.

Government Qualifications

Our Government Qualifications offer public sector professionals the expertise needed to thrive within the unique framework of government operations. These courses cover the essentials of public service, from understanding governmental processes to managing public sector projects effectively. Empower your team with the tools to serve with integrity, efficiency, and a commitment to excellence.

Certificate IV in Government - PSP40122

- Tailored for public sector employees, focusing on compliance, ethics, and public service values.
- Enhances understanding of government processes, leading to better service delivery and compliance.
- Target Audience: Public sector administrative and support staff.

Diploma of Government - PSP50122

- Designed for those in the public sector aiming for policy development and senior management roles.
- *Business Benefits*: Promotes a high level of expertise in policy and management, contributing to effective public governance.
- Target Audience: Senior public servants and policy advisors.

Human Resources

With our Human Resources Qualifications, HR professionals are equipped to foster a productive, harmonious, and compliant workplace. These courses delve into the core of people management, including recruitment, performance management, and workplace wellbeing. Elevate your HR function to become a pivotal force in strategic decision-making and cultural development.

Certificate IV in Human Resources - BSB40420

- Focuses on essential HR tasks such as recruitment, performance management, and workplace relations.
- Builds a robust HR framework, vital for employee relations and performance.
- Target Audience: HR assistants and coordinators.

Diploma of Human Resources - BSB50320

- Advanced HR strategies, including organisational development and change management.
- Drives strategic HR initiatives, aligning workforce planning with business goals.
- Target Audience: HR managers and senior practitioners.

Leadership and Management

Leadership and Management Qualifications are key to cultivating influential and effective managers. These courses are tailored to imbue emerging and established leaders with advanced strategies for team leadership, operational planning, and change management. Transform your managerial staff into visionary leaders who can navigate and inspire in a dynamic business environment.

Certificate IV in Leadership and Management - BSB40520

- Develops essential leadership skills for managing teams and projects effectively.
- Nurtures leadership talent, critical for team cohesion and project success.
- Target Audience: Emerging leaders and managers.

Diploma of Leadership and Management - BSB50420

- Explores complex leadership challenges and management strategies for senior roles.
- Enhances decision-making and strategic leadership, pivotal for business sustainability.
- Target Audience: Experienced managers and executives.

Project Management

Our Project Management Qualifications are crafted for those who aim to excel in planning, executing, and finalising projects in alignment with their organisation's goals. These courses instil robust project management practices, risk management, and quality control processes, ensuring project leaders can deliver outcomes on time, on budget, and within scope.

Certificate IV in Project Management Practice - BSB40920

- Provides foundational skills in project management, including planning and execution.
- Instils solid project management practices, leading to successful project outcomes.
- Target Audience: Individuals starting in project management or managing small projects.

Diploma of Project Management - BSB50820

- Advanced project management techniques for complex projects and team leadership.
- Enables sophisticated project management that drives business initiatives to completion on time and on budget.
- Target Audience: Experienced project managers and team leaders.

Tailored Training Solutions

Crafting Learning Journeys for Business Excellence

At McMillan Staff Development, we understand that every business has unique challenges and training requirements. That's why we don't just offer training – we deliver bespoke learning experiences that integrate seamlessly with your operational rhythms and business culture.

Consultative Approach

Our journey begins with a comprehensive consultation to understand your strategic objectives, workforce capabilities, and performance goals. This allows us to custom-design training programs that are informative and transformative.

Flexible Delivery Models

Whether on-site, online, or a hybrid model, we provide flexible delivery options to minimise disruption to your business operations. We respect that your time is valuable, so we adapt to your schedule, not the other way around.

Customised Content

Your industry is unique; your training content should be, too. We specialise in creating custom course material that resonates with your team, reflects your corporate ethos, and addresses the specific competencies needed for your business to thrive.

Real-World Application

Every training module we design is created with real-world application in mind, ensuring your team can immediately apply new skills and knowledge to their roles, driving performance and productivity from the get-go.

Continuous Support & Improvement

Our relationship doesn't end with the completion of a course. We stay connected to provide ongoing support, advice, and refinement of your training strategy to ensure enduring results.

Through our tailored solutions, we've had the privilege of collaborating with diverse organisations to develop their most valuable asset – their people.

Flexible Delivery Options

Adaptive Learning Methods for Dynamic Business Environments

At McMillan Staff Development, we champion the power of choice when it comes to learning. Recognising the diversity of work patterns and individual learning preferences, we offer a variety of delivery methods to suit your team's needs and your company's workflow.

On-Site Training:

Tailored to deliver a personalised learning experience, our on-site training is all about interaction and hands-on practice. Ideal for teams who thrive in a collaborative environment, our expert trainers come to your premises, equipped to engage and inspire.

Virtual Training Rooms:

Leverage the convenience of technology with our live, interactive virtual training sessions. Perfect for remote teams or those with demanding schedules, this option brings the classroom experience to your desktop, wherever you may be.

Self-Paced Online Learning:

For those who prefer to learn at their rhythm, our self-paced online courses offer complete flexibility. Access comprehensive learning materials anytime, anywhere, and progress through the modules at a pace that fits in with the ebbs and flows of your business.

Custom Scheduling:

Understanding that one size does not fit all, we offer adaptable scheduling. Whether it's intensive workshops, regular training sessions, or staggered learning to accommodate shift patterns, we align our training delivery to the beat of your business clock.

State-of-the-Art LMS:

Our Learning Management System (LMS) is at the forefront of training innovation. It's a central hub for course materials, a platform for progress tracking, and a tool for insightful reporting. With McMillan's LMS, you'll have real-time access to training metrics, empowering you to measure learning outcomes and adapt strategies for maximum impact.

Training, Tracked and Tailored:

We understand the importance of seeing your investment in training translate into tangible outcomes. Our LMS doesn't just facilitate learning; it provides detailed tracking and reporting capabilities, giving you a clear overview of your team's progress and achievements.

With McMillan Staff Development, your journey towards empowering your workforce with essential skills and knowledge is guided by flexibility, innovation, and a steadfast commitment to quality.

Employer-Centred Learning

Shaping Personalised Educational Pathways for Organisational Impact

At McMillan Staff Development, our approach is to craft a learning experience that is as unique as your business. We delve deep into your organisational culture, processes, and strategic objectives to create training that resonates with your team and reinforces your business goals.

Integrating Company-Specific Content:

Initial Consultation: We start with a thorough discussion to understand your company's vision, challenges, and the skills gap you aim to bridge.

Material Development: Our instructional designers then tailor the course content to include your internal case studies, policies, and real-world scenarios that your employees encounter daily.

Customised Case Studies: We create bespoke case studies that mirror your organisational context, enabling learners to apply concepts in a setting that's familiar and immediately relevant.

Aligning Training with Business Goals:

Strategic Synchronisation: Training programs are designed to support your strategic plans, ensuring that learning outcomes contribute directly to achieving business objectives.

Skill Targeting: We identify and focus on developing the competencies that will have the greatest impact on your business performance and employee development.

Continuous Support and Evolution:

Adaptive Learning Paths: Based on ongoing feedback, we fine-tune the learning paths to better suit the evolving needs of your workforce and industry trends.

Feedback Loops: Regular check-ins and assessments allow us to gather feedback which is integral to the continuous improvement of the training programs.

Post-Training Support: Our commitment extends beyond the classroom. We provide ongoing support to ensure the learning is embedded, and the impact is sustained.

Training is not just about the transfer of knowledge; it's about creating a learning ecosystem that grows with your business. At McMillan, we ensure that each course not only educates but also engages and empowers your employees to contribute meaningfully to your company's success.

ACT User Choice Funding

What is ACT User Choice Funding?

It's a government initiative that subsidises training costs for eligible employees in the ACT, making skill development more accessible and affordable.

Who is eligible for ACT User Choice Funding?

To reap the benefits of ACT User Choice Funding, your employees will need to tick these boxes:

- Minimum 15 years of age
- Employed in the ACT (full-time or part-time, no casuals)
- Australian citizen, permanent resident, or eligible visa holder
- Applying for a qualification in the field you're employed in and able to apply the learning in your role
- Haven't completed the same qualification previously
- Not already using other funding options like UCF or Skilled Capital
- Not working for the ACT or Aussie Government

How does my business apply for ACT User Choice Funding?

Get in touch with us, and we will guide you through the application process, including checking your eligibility and assisting with the necessary paperwork.

Responsibilities Under User Choice Funding

What are the employer's responsibilities?

Employers must support the employee's training journey, allow for training and homework completion during work hours, and ensure there is a qualified supervisor to oversee the training process.

What are the employee's responsibilities?

Employees must be proactive in their learning, complete assessments on time, and communicate any changes in their job role or need for additional support.

Leverage the benefits of ACT User Choice Funding to empower your workforce. Our team at McMillan is ready to help you navigate the process and maximise the potential of your team.

For more detailed information on ACT User Choice Funding, please call us at 02 6230 0266 or visit our website.

Getting Started with McMillan & Contact Information

Engage with Us for Tailored Training Solutions

1. **Initial Inquiry:** Reach out to us via phone, email, or our online inquiry form. Let us know your training needs and any specific requirements your organisation has.
2. **Consultation Scheduling:** We'll set up a time for a comprehensive consultation to discuss your objectives, the scope of training, and the outcomes you're aiming for.
3. **Tailored Proposal:** Following our discussion, we'll craft a customised proposal that outlines the training strategy, delivery methods, and a clear outline of the costs involved.
4. **Program Finalisation:** Once you're happy with the proposal, we'll finalise the details, including the training schedule, resources, and evaluation metrics.
5. **Delivery & Implementation:** Our expert trainers will deliver the program, ensuring it integrates seamlessly with your organisation's workflow and business goals.
6. **Ongoing Support & Adaptation:** We provide continuous support and gather feedback throughout the training to ensure it remains aligned with your strategic objectives.

Take the Next Step

Ready to enhance your team's capabilities with award-winning training solutions? Schedule a consultation or request a custom quote today. Your path to a more skilled workforce begins here.

Contact McMillan Staff Development

- **Phone:** 02 6230 0266
- **Email:** info@mcmillan.net.au
- **Web Inquiry Form:** mcmillan.net.au/contact-us

Don't hesitate to reach out. We are ready to assist you in creating a custom training program that propels your team to new heights.