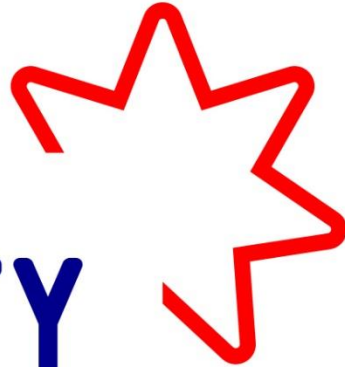


# **NATIONAL BIOSECURITY RESPONSE TEAM**



## **MENTOR WORKSHOP (II) REGISTRATION BROCHURE**

**7, 14, 16 and 18 September 2020**

### **Virtual workshop**

Meeting ID: 929 2074 0676

Passcode: 676895

Zoom link: <https://animalhealthaustralia.zoom.us/j/92920740676>

Skype for Business: <https://animalhealthaustralia.zoom.us/j/92920740676>

## INTRODUCTION

Welcome to the National Biosecurity Response Team (NBRT) mentor workshop (II)!

### Background

The National Biosecurity Response Team (NBRT) program manages a national pool of response-ready personnel. These individuals are available for interstate deployment to support jurisdictional responses to biosecurity incidents. As part of the program, NBRT members have access to professional development (PD) opportunities and activities that look to collectively enhance national response capabilities.

PD activities offered through the NBRT program aim to support, strengthen and complement the skillsets of its members; that is, neither the program nor its PD activities are provided as replacements for jurisdictional training (which ensure that government personnel have the appropriate skillsets, knowledge and expertise to fulfil their normal working commitments).

It is expected that both NBRT members and other jurisdictional personnel wishing to participate in program activities have obtained approval from their management prior to their attendance.

The upcoming workshop for NBRT mentors will be **non-accredited**.

### Contents of this registration brochure

This registration brochure provides details on the workshop and what you need to know and do prior to attending, including:

- Workshop aim
- **Accessing the workshop**
- Program outline
- **Prerequisites to attending the workshop**
- [Registration form](#).

### Any questions?

Should you have any questions or concerns, please contact [NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au).

## WORKSHOP DETAILS

### Overview

The NBRT mentors workshop (II) will be delivered across **four (4) virtual sessions** and will be a continuation of the first mentor workshop in 2018 wherein participants had explored the Herrmann Brain Dominance Instrument (HBDI), key stages of and techniques for mentoring in a biosecurity emergency response context, and the development of an NBRT mentor job card.

This workshop will be facilitated by Resilient Results Pty Ltd. with support from the NBRT Advisory Group and will be **non-accredited**.

### Workshop aim and objectives

The workshop aims to strengthen participants' mentoring skills in the current biosecurity and multi-agency response context.

At the mentor workshop (II), participants will:

- strengthen their communication and mentoring skills, especially for when they are under pressure and under challenging circumstances.
- improve their understanding of mental health first aid.
- explore how mentors may operate in a virtual world.
- review the mentor job card.

### Workshop program<sup>1</sup>

Session	Date and time <sup>2</sup>	Topics
Pre-work	–	Mental health first aid (online content, 5–10 hours depending on the learner) <sup>3</sup>
1	Monday, 7 September 0900–1230	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Since Exercise Crown and Anchor</li> <li>• Teams or people I</li> <li>• Mental health I</li> </ul>
2	Monday, 14 September 0900–1230	<ul style="list-style-type: none"> <li>• Virtual control centres and mentors</li> <li>• Teams or people II</li> </ul>
3	Wednesday, 16 September 0900–1230	<ul style="list-style-type: none"> <li>• HBDI (thinking about communication)</li> <li>• Virtual mentoring</li> </ul>
4	Friday, 18 September 0900–1130	<ul style="list-style-type: none"> <li>• Mental health II</li> <li>• Wrap up</li> </ul>

<sup>1</sup> A virtual dinner with a guest speaker will also be conducted on one of the evenings; details TBC.

<sup>2</sup> All times are Australian Eastern Standard Time (AEST).

<sup>3</sup> Access to this course will be provided separately.

## Accessing the workshop

As this is an interactive virtual workshop, please ensure that you have access to a mic, camera and stable internet connection. The workshop will be conducted using Zoom – factsheets have been attached separately for your information. Should you have any questions or wish to trial Zoom prior to attending the workshop, please contact [NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au) ASAP.

To access the workshop, use the dial-in details below.

- Meeting link (use one of the following):
  - Zoom: <https://animalhealthaustralia.zoom.us/j/92920740676>
  - Skype for Business: <https://animalhealthaustralia.zoom.us/j/92920740676>
- Meeting ID: 929 2074 0676
- Passcode: 676 895

Please **access the workshop 15 minutes prior to the start times** to ensure that your mic and camera are working. If you are experiencing any technical issues, please contact AHA (**Kristy Piper, 02 6203 3931**) and/or access the workshop by dialling 02 8015 6011 (audio only).

## Topic outlines

### ***Mental health first aid***

Participants will learn how to assist an adult who may be experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence-based action plan. This course is based on guidelines developed through the expert consensus of people with lived experience of mental health problems and professionals.

Prior to the mentor workshop, participants must complete the interactive self-paced eLearning component which covers mental health problems, mental health crises, and skills to offer initial help to an adult developing a mental health problem or in a mental health crisis (access to this will be provided separately). The workshop sessions allow mentors the opportunity to revise and consolidate their knowledge and skills in a group environment, and to apply their skills to specific scenarios.

After completing both parts of the course, mentors can complete an online accreditation assessment to become an accredited mental health first aider.

### ***Welcome***

This session will cover the administration and look at the pre-reading on the *Super Mentor Complex* and the text *Mentoring 101* (the latter provided separately via post).

There are not a lot of published works for NBRT style mentors. *Mentoring 101* is one of the few books on this subject that is not about mentoring for peak sales performance; instead, dealing with mentoring leaders and potential leaders. The style or the setting is not for everyone and some of the messages are a bit difficult to fathom but is worth reading for a few take-aways.

### ***Since Exercise Crown and Anchor***

An interactive session to consider what has happened since Exercise Crown and Anchor. With the variety of experiences that Mentors have had, this is an opportunity to share experiences and identify where people have mentored, been mentored or gained new learnings.

### ***Job card revisited***

Across the workshop, we will revisit the mentor job card to see if it needs amending or updating.

### ***Teams or people***

Over these sessions, participants will be asked to look at the differences in mentoring a team or mentoring individual people. They will look at the signs of teams and people not meeting performance levels and expectations, and how we may be able to interdict and mentor. These sessions are set around the mental health sessions to consider where mental health may play a role.

### ***HBDI – Thinking about communication***

Communicating is an everyday process. An organisation cannot survive without effective communication. Yet despite their best efforts, people often have difficulty giving and receiving even simple messages.

Using Whole Brain Technology® can improve this give-and-take process by providing a new and different framework for taking in and sending out messages. Speakers are able to tailor their messages so that they are more easily heard and understood. Listeners use their insights about their thinking preferences to help themselves listen more openly and attentively. The result is a dramatic improvement in the exchange of ideas and information.

### ***Virtual mentoring/mentoring in a virtual control centre***

In these sessions, mentors will talk through how mentoring can be done at a distance and have a discussion about how people respond to it and what we can do. We will also look at virtual control centres and how mentors may be able to help, mentor and make a positive difference to people trying to work in this new environment.

### ***Workshop dinner***

COVID-19 gives us all challenges, and how to have a social aspect to the workshop is an example of such a challenge.

The program is proposing to hold a dinner and an after-dinner speaker. Our aim is for all workshop participants to organise the same type of takeaway locally (more details to follow), then join with the group to eat and hear from our speaker.

At this stage, the day/time is dictating which speaker we will be hearing from.

## MEET THE FACILITATION TEAM

Matthew  
Harper



For over 30 years, Matthew has worked professionally in emergency and crisis management roles including operations, planning and exercising activities across governments, within departments, and engaging organisations and the business community. He has worked extensively across Australia and the Asia-Pacific in emergency, crisis and business continuity management as a program manager and leader, facilitator and exercise manager.

One of Matthew's primary passions is ensuring plans work as they are intended. This passion has seen Matthew consult widely to government, the private sector and not-for profit organisations.

Matthew is a Churchill fellow, and holds a Bachelor of Administrative Leadership, Associate Diploma of Disaster Management and an Associate Diploma of Engineering (Electrical).

In his spare time, Matthew is a keen traveller and has developed a passion for bicycle touring.

David Campbell



David is a highly experienced emergency management and educational specialist who has more than 20 years' experience working extensively across the private and public sectors.

David combines his experience in emergency management and education to provide end to end solutions in building organisational capability, ensuring individuals and teams are prepared and equipped in the prevention and management of business disruptions.

David also lectures in Business Continuity Management at the University of South Australia. David holds a Master of Business Administration, Graduate Certificate in Emergency Management, Bachelor of Adult Education and Diploma of Public Safety (Firefighting Management).

David also volunteers with the SA Country Fire Service as part of the State Incident Management Team undertaking roles such as Incident Control, Planning, Operations and Intelligence.

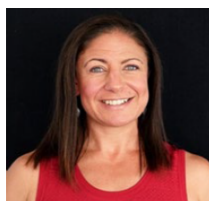
Tammie Horton



Tammie is a motivational speaker, coach, instructor, mentor, and consultant.

In 2018 Tammie left her career as a Business Continuity Manager in the Australian Public Service to pursue her passion of helping people overcome distress and overwhelm through motivation and resilience coaching, educating people on the valuable skills of Mental Health First Aid and promoting social and emotional development. She is passionate about empowering individuals, organisations and communities with the knowledge necessary to increase their motivation, resilience and mental well-being through a range of different services.

Claudine  
Chicheportiche



Fourteen times Australian Karate Champion, Claudine is a deeply engaging and outcome driven Facilitator, Coach, and Speaker.

Claudine's core subjects include High Performance Mindset, Emotional Intelligence, Inspiring Resilience, and Effective & Authentic Conversations.

Claudine's rich and diverse background includes; 4th Degree Karate Black Belt, TEDx Sydney core writer, Communications Lead for several Bank mergers; lived in remote jungle running leadership programs for AUSAid, and Project & Education Manager in International Development, to alleviate poverty across the Asia Pacific.

## BEFORE ATTENDING

Please make sure that you **complete the below prior to attending** the workshop or by the nominated due date (where applicable).

- ☐ Receive approval to attend and participate in the workshop by your line manager.
- ☐ Complete and submit the [registration form](#) to [NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au) by **COB 21 August 2020**.
- ☐ Complete the self-paced eLearning component of the mental health first aid session.
- ☐ Read the *Super Mentor Complex* and consider the associated questions (provided separately).
- ☐ Flick through *Mentoring 101* (provided separately via post) for any of the themes that resonate with you.
- ☐ Review and reflect on the mentor job card (provided separately) – identify its strengths and areas that may require amendment to ensure it is current and fit for purpose.
- ☐ Reflect on what has been a challenging summer followed by the COVID-19 response. Has the period posed interesting operational experiences and what mentoring insights have you gained since the mentors last met (2018)?
- ☐ Review your HBDI assessment and have it ready during the workshop.

In addition, participants that **had attended** the previous workshop in 2018 are to:

- ☐ Refresh your bio's from the first mentor workshop (incl. an updated photo of yourself if you wish) and send to [NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au) by **COB 28 August 2020**.

In addition, participants that had **NOT attended** the previous workshop in 2018 are to:

- ☐ Complete the HBDI assessment and attend a feedback session (you will be contacted directly to initiate these tasks). The HBDI-based communication session will not work fantastically well if you haven't completed a HBDI assessment as there will be times where people will look at their assessments and respond accordingly. Information on the HBDI assessment is available [here](#).
- ☐ Send a quick bio (200 words max) with a headshot photo and a paragraph on their experience as leaders or mentors in their programs or sections to [NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au) by **COB 28 August 2020**.

## OTHER

### What to bring

Please ensure that you have your HBDI assessment readily accessible during the workshop, as well as access to a mic, camera and strong internet connection to facilitate your participation.

### Networking dinner

A networking dinner with a guest speaker will be hosted for participants during one of the evenings. Further details will be released separately and closer to the time.

### Expense claim

NBRT members can use the *Expense Claim Form* (accessed via the NBRT SharePoint) to claim additional (and reasonable) expenses as part of attending the workshop (e.g. meals, parking, taxi, etc.). All forms must be accompanied by copies of relevant receipts and submitted to [accounts@animalhealthaustralia.com.au](mailto:accounts@animalhealthaustralia.com.au) **within 30 days** of the workshop.



## NBRT MENTOR WORKSHOP (II)

### REGISTRATION FORM

Please complete and submit the registration form below to  
[NBRT@animalhealthaustralia.com.au](mailto:NBRT@animalhealthaustralia.com.au) by **COB 21 August 2020**.

PARTICIPANT DETAILS			
Full name			
Work organisation and section			
Work position title			
City/state/postcode	[City]	Choose an item.	[Postcode]
Phone number	Work: ()	Mobile: 04	
ATTENDANCE			
Please mark the sessions that you will be participating in	<input type="checkbox"/> Session 1: 0900–1230 AEST Monday, 7 September 2020 <input type="checkbox"/> Session 2: 0900–1230 AEST Monday, 14 September 2020 <input type="checkbox"/> Session 3: 0900–1230 AEST Wednesday, 16 September 2020 <input type="checkbox"/> Session 4: 0900–1130 AEST Friday, 18 September 2020		
Comments (if any)			
CONFIRMATIONS			
I have received my manager's approval for attending the activity described in the present registration brochure.	[Initial]		
I confirm and accept Animal Health Australia's privacy policy.	[Initial]		

Participant signature:

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Click here to  
enter a date.

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