



BE A BOSS: MODULE 1

An Introduction to Finding, Hiring and Managing your team

The learning outcomes of this module are:

- 1.1 What is my 'Why' for finding, hiring and managing workers?**
- 1.2 Recognise the 'legal stuff'**
- 1.3 Feel confident with the programme**



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Don't forget!

Make sure you save your work by downloading and saving this PDF to your own computer before you write in it.

Activity 1: Beginning Reflection

Part A: Thinking about self-managing and finding, hiring and managing your own workers can feel overwhelming! How are you feeling about it? Are there parts that seem easy / hard / confusing?

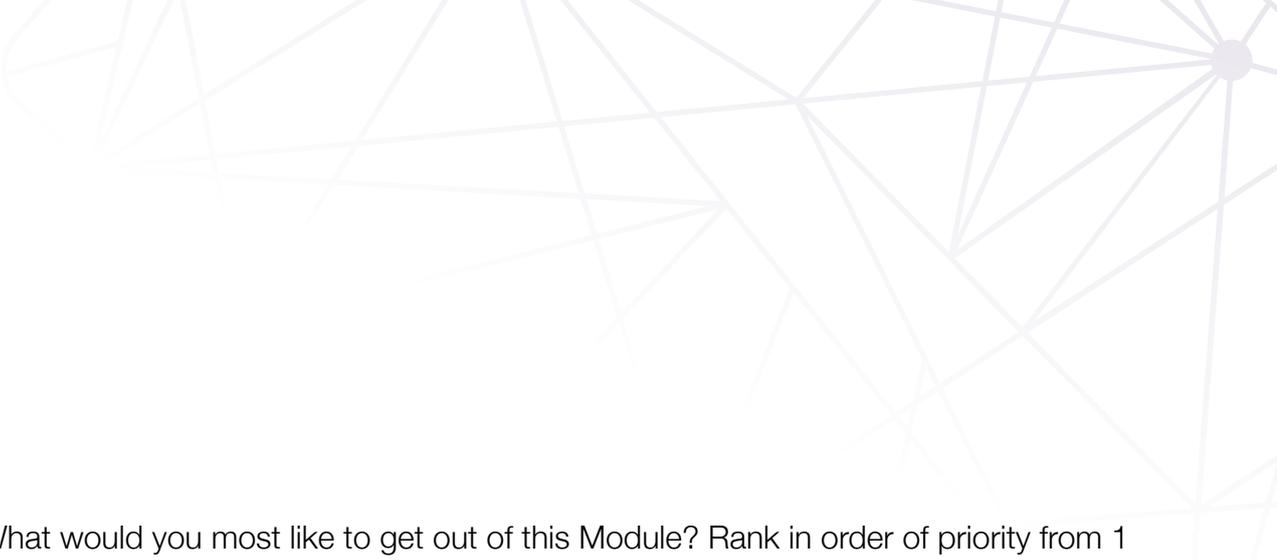
Part B: What do you already know about hiring and managing your own workers? After you've done this course, how would you like to feel about doing these things? What would you need in order to to feel more confident?

Activity 1A: Extension Questions

Part A: Do you want to learn more about the NDIS and hiring your own workers? Why? In what areas do you need more information or support?

Part B: What are the 8 things ('8 big learning goals') this course will cover?

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |



Part C: What would you most like to get out of this Module? Rank in order of priority from 1 (most important) to 5 (least important).

Find out the reasons people choose to engage or hire their own workers

Get clearer on your 'Why'

Look at other reasons you may have for engaging or hiring your own workers

Get an overview of the legal landscape

Find out how you can get the most out of this programme

Activity 2: Your 'Why'

Part A

Reasons people hire their own workers

Getting clearer on your 'Why'

Other reasons you may have for hiring your own workers

Why do you want to hire your own workers? If you're not sure, what do you want to learn?
What benefits do you hope to get from choosing your own workers?

Tip: If you need support to answer, you can watch the extra videos we have shared. You can also answer Activity 2, Part B (below), then come back to this Activity. If you're still not sure, speak to someone you trust and brainstorm some ideas.



Part B: Tick the things that are true for you when it comes to hiring your own workers:

It is the most important way of being in control

I want to put things in place now for a good future

I have seen the results of poor quality workers

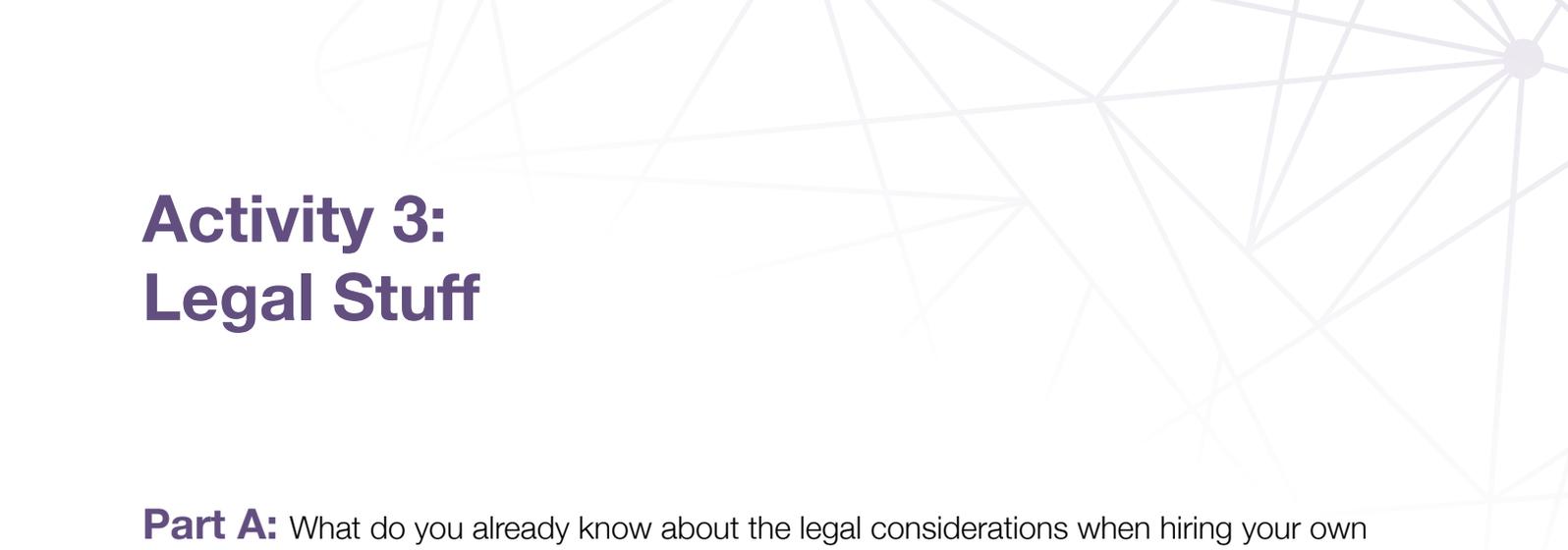
It is vital that I decide who I invite into my life and home

I want consistency in workers and not different workers all the time

I want a direct connection with my workers

I want to train workers more efficiently and not go through the same information every time a new worker starts

I have a direct say over when people work, how they work and what they do



Activity 3: Legal Stuff

Part A: What do you already know about the legal considerations when hiring your own workers? What do you want to learn more about?

Part B: If it would help you to record what you learned from the legal training video, there is space below for you to brainstorm.

Activity 3A: Extension Questions

Part A: What are the 5 areas of law that relate to hiring your own workers?

1.

2.

3.

4.

5.

Activity 4: The Programme

Reflection: What actions will you take to get the most out of this programme? Will you get support from a family member or friend?

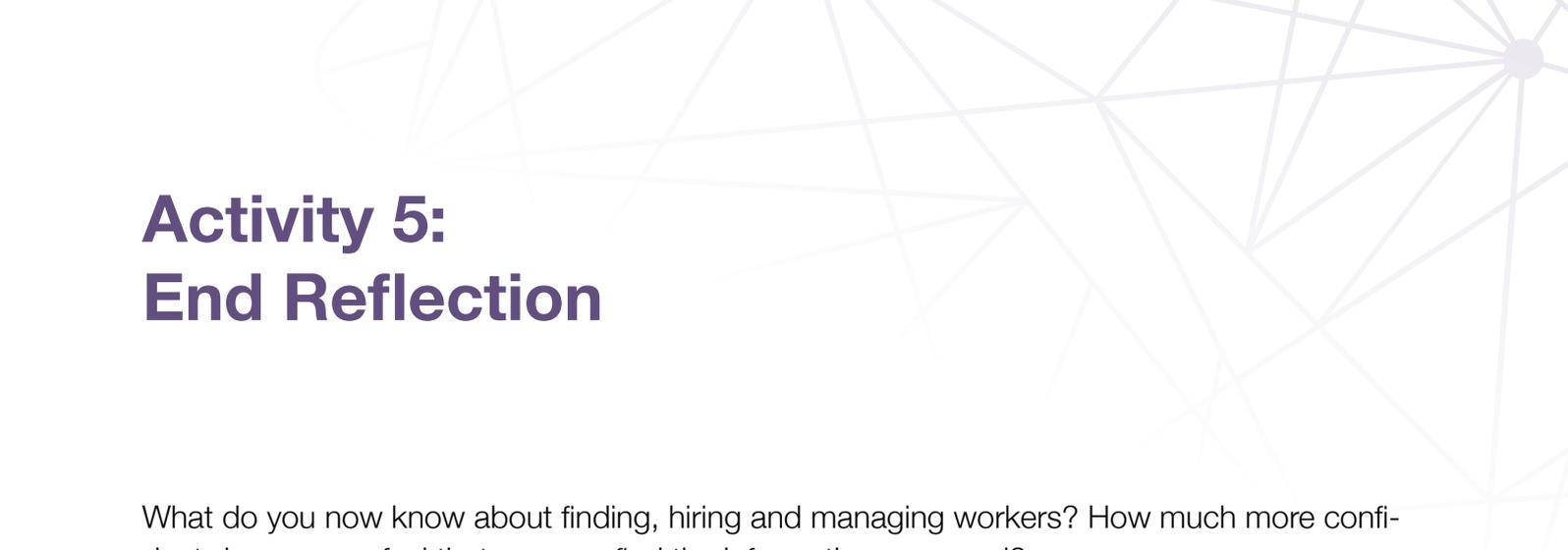
Activity 4A: Extension Questions

Part A: How do you learn best? Rank in order of priority from 1 (most important) to 3 (least important). Each of these learning tools will be used throughout this course.

Video presentations

Completing written learning activities in a workbook

Self-directed learning based on a variety of additional resources



Activity 5: End Reflection

What do you now know about finding, hiring and managing workers? How much more confident do you now feel that you can find the information you need?

Actions you want to take | When you will take them | Who may be able to help

People who contributed to Be a Boss

A great many people contributed their time and expertise to this online course.

We thank them, and have listed them here. If you would like to get in touch with any of them, including for additional work, please contact us for their details.

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