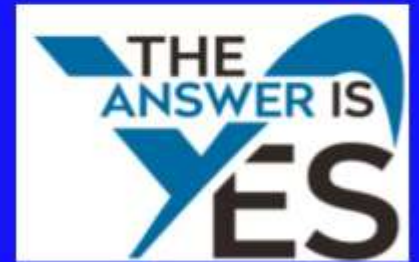


The Book of Answers for your training needs





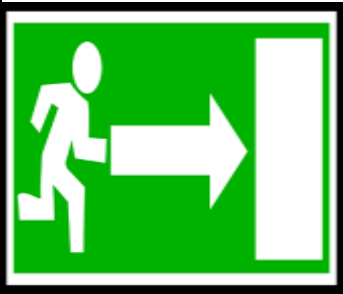



WHS, HR, Business
Systems, Personal &
Business Development



www.answeryes.com.au

info@answeryes.com.au

COURSES ARE AVAILABLE VIA – FACE-TO-FACE/ZOOM/ONLINE TRAINING

<u>Hazard & Risk Assessment</u>	<u>Conduct a Fire Safety Audit</u>	<u>Emergency Planning Committee Meeting</u>	<u>Evacuation Coordination Training (Warden)</u>
			
Every business MUST conduct a hazard & risk assessment regardless of their size. This is course determines what your work Health & safety system needs	<i>"You don't know, what you don't know, until you know what you don't know"</i> . Learn how to correctly conduct a Fire Safety Audit and what you need to be looking for.	An Emergency Planning Committee Meeting discusses what decisions need to be made for your business safety (44 items). This is the basis for your emergency plans	This is a legal requirement for all businesses in commercial premises that must be done on six-monthly or annual basis depending on your state. This training is fully customised to your business
<u>General Evacuation Training</u>	<u>First Response Evacuation Training</u>	<u>Manual Handling of Objects</u>	<u>Manual Handling of Persons</u>
			
All businesses must conduct this training on an annual basis.It covers what to do for fire, bomb threat, armed hold up, active shooter + more	This course must be done every two years in Qld by ALL staff. Other states they should do it. Course on how to use all the safety equipment.	Every business has some form of manual handling. Even if it is only moving boxes. This course is	This course is for those people working in a services environment where you are assisting people in and out of wheelchairs, beds and vehicles. (Face to face only available at this time)



Work Health & Safety

Fire, Chemical, Environmental, Accident Investigation, WHS



WHS Get Start Program	Chemical Handling & Spill Management	Accident & Incident Investigation	Needle Stick Injury Prevention for Cleaners
			
The WHS Get Start Program steps you through what you need to implement; why it is needed and how to implement options.	This course is essential for any business that handles, stores or transports chemicals.	This course walks you through investigating accidents and incidents that occur in your business.	This course is for cleaners and gardeners and the purpose of the course is to prevent needle-stick injury and it also covers what to do if it should occur.

Accredited Training

We have a range of Accredited Training Courses available through our relationship with Registered Training Organisation's. These organisation's must invoice directly, however, we can facilitate everything for you on ANY accredited training.

We do have our own in-house trainer for first aid.

Provide First Aid Training incl CPR	Perform CPR	Perform CPR + Low Voltage Rescue	Provide First Aid to Children
			
RTO: Accredited Training Company	RTO: Accredited Training Company	RTO: Accredited Training Company	RTO: Accredited Training Company

Can also facilitate training for:

- Confined Space Training
- Working at Heights
- High Risk Work Licenses/Forklifts
- Driving Courses/Traffic Management
- Lifting/Construction
- Agricultural/Oil & Gas

NOTE: OUR SUBJECT MATTER EXPERTS HAVE A MINIMUM OF 10 YEARS EXPERIENCE (MOST 20+ YEARS)

 <p>Corrina Lindby-Designing Compliance System & WHS</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Work Health & Safety • Business Systems • Fire Safety • Business Development • Personal Development • Business Coaching • Business Mentor 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor of Business Accounting • Associate Diploma Business Administration • Diploma Occupational Health & Safety • Certificate IV Training • Certificate III Social Welfare • Fire Safety Advisor • Wordpress Webdesign
 <p>Racquell Rockley – WHS & Accident Investigations</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Work Health & Safety • Accident & Incident Investigations • Rehabilitation & Injury Management • Workplace Investigations • Heavy Vehicle Industry 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor of Criminology & Criminal Justice • Diploma of Occupational Health & Safety • Certificate IV in Government Investigations (Fraud) • Certificate III in Investigative Services • Certificate in ICAM Investigation • Certificate IV in Veterinary Nursing • NATA Qualified Drug and Alcohol Tester • Rehabilitation and Return to Work Coordinator • Coaching and Facilitating Advanced Safety Awareness Course
 <p>Hendrik Tait – Engineering Design for WHS</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Independetn Risk & Safety in Design Facilitator including HAZID, HAZOP/CHAZOP & Chair Studies • HSE in Design • Engineering design reviews • Machinery Accident Investigations 	<p>Qualifications</p> <ul style="list-style-type: none"> • Chartered Engineer • Bachelor of Engineering (Chemical) • Master of Science (Nuclear Rector Schience and Engineering • Diploma in Mechanical Engineering • Associate Professional Certificate Safety in Design • Root Cause Analysis • Certificate IV in Training
 <p>Eddie Foord – WHS Specialist and an Environmental Sustainability Specialist</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Sustainability Strategy Deployment • Environmental, safety and quality management systems • Occupational health & safety and hygiene • Lean & Six Sigma Management • Project Management • Corporate Sustainability • Energy, Water & Waste reduction • Organisation & change management 	<p>Qualifications</p> <ul style="list-style-type: none"> • NEBOSH International Diploma Occupational Health & Safety • PGDip Environmental Management • Bachelor of Science (honours) Environmental Conservation and Mangement & Computing for Science • Certificate IV Small Business • Certificate IV Trainer & Assessor • BSI Auditor HSEQ • 16 Professional Certificates... <ul style="list-style-type: none"> ○ Certificate of Occupational Hygiene ○ KT Project Management ○ Machine Safe ○ RCA...

COURSES ARE AVAILABLE VIA – FACE-TO-FACE/ZOOM/ONLINE TRAINING

How to successfully recruit personnel



How to conduct positive staff inductions



Employee Induction Training



Creating Position Descriptions



How Managers conduct Performance Reviews



Performance Review Training for Employees












Payroll Foundations



Counselling, Discipline & Termination



 <p>Karen Vercoe – Human Resources</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Human Resource Management • Employment Contracts • Performance Reviws • Termination & Redundancies • Staff Inductions 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor of Commerce (Strategic Human Resources and Management Accounting) • Accredited Work Health & Safety Office for both the service and manufacturing industries • Workplace Health & Safety and Risk Management • Certificate IV in Training
 <p>Karen Howe – Human Resources</p>	<p>Subject Expertise</p> <ul style="list-style-type: none"> • Human Resource Management • Employment Contracts • Performance Reviws • Payrol Audits • Recruitment • Out-placements • Personal Transformations 	<p>Professional Skills</p> <ul style="list-style-type: none"> • 30 years experience in Human Resources • Extensive payroll experience for industries and awards

Create Your Future (Schoolroom to workplace)	Change Your Future (Getting back into the workplace)	5 Steps to Cultural Clarity	Effective Communication with Indigenous People
			
Engaging Better with Aboriginal Clients	Aboriginal Best Practice Interviewing Tips	Aboriginal Staff Retention	The Trauma Trail that affects Aboriginal Employees
			
The Trauma Trail that affects schooling for Aboriginal students and parents	Aboriginal Art Therapy Training for Counsellors		
			












Donna Hensen – Aboriginal Cultural Facilitators

Subject Expertise

- Aboriginal Cultural Awareness Training
- Aboriginal Consultancy
- Aboriginal Art Therapy
- Cultural Resources

Qualifications

- Bachelor of Business
- Diploma in Counselling
- Diploma in Business Management
- Diploma Graphic Design
- Certificate IV Digital Media
- Diplomacy in Indigenous Human Rights Training (Asia/Pacific)
- Bringing them Home Counsellor

CyberSecurity Awareness	Cyber Risk Assessment	Creating a Cyber Battle Team	Managing Security Incident Response Team
			
Effective Minute Writing	Proposal Writing for Business	Skills for Personal & Executive Assistants	
			
 Chris Ward – Leading Cyber Security Expert	Subject Expertise <ul style="list-style-type: none">• Design, development and delivery of Cybersecurity Training• Programme/Project Management• Governance, Risk & Compliance Management• Computer Security Incident Response Management• Cyber Resiliency Review• Operational Resiliency Management Modelling	Qualifications <ul style="list-style-type: none">• 36 Qualifications• New Zealand Defence Force Strategic Information Assurance Manager-Head of Cyber Operations and Mangement of the Cyber Security Team• Directorate of Defence Security, UK MOD – Operations Officer _Joint Security Coordination Centre – MOD lead representative and adviser for information security for international collaboration and coordination for Computer Network Defence	
 Barbara Clifford -Business Systems Specialist	Subject Expertise <ul style="list-style-type: none">• Time Management Specialist• Stress Management• Business Systems• Digital Marketing• Leadership• Communication		









Business Development





Courses to grow your business



<u>Getting the most out of Meetings</u>	<u>Proposal Writing for Business</u>	<u>Skills for Personal & Executive Assistants</u>	<u>Marketing Get Start (Where to start)</u>
			
<u>Canva for Beginners</u>	<u>Cracking the Mystery of Blogging</u>	<u>Digital Tools Part 1 & 2</u>	<u>Digital Marketing Strategies</u>
			
<u>Digital Value Proposition</u>	<u>Evernote</u>	<u>Facebook Groups – Your Secret Weapon</u>	<u>Mailchimp for Beginners</u>
			
<u>Mailchimp Advanced Features</u>	<u>Re-Purposing Content</u>	<u>Showcase your Events with Facebook</u>	<u>Marketing Strategic Alliances APP</u>
			
<u>Business Mastermind Facilitator</u>	<u>Creating a Positive Workplace for Managers /Employees</u>		
			

<u>Goal Setting</u>	Getting Clarity	Becoming an Effective Networker	Why am I in Business
			
<u>Strengthening Your Assertiveness Skills</u>	<u>Becoming a Powerful Communicator</u>	<u>Bright Ideas on Influence & Communication</u>	<u>Foundations of Negotiation & influence</u>
			
<u>Negotiation Skills</u>	<u>Increasing Your Personal Influence</u>	<u>Building Confidence & Being Professionally Assertive</u>	<u>Introducing Change into the Workplace</u>
			
<u>Creating Repeat Business Through Customer Service</u>	<u>Enhancing Your Professional Networking</u>	<u>Foundations of Negotiation</u>	<u>Foundations of Managing Challenging Behaviour</u>
			
<u>Introduction to Managing Challenging Personalities at Work</u>	<u>Managing Challenging Behaviours</u>	<u>Managing Workplace Conflict</u>	<u>Foundations of Managing Workplace Conflict</u>
			

<u>Foundations of Emotional Resilience</u>	<u>Hack Your Brain to Harness Stress</u>	<u>Smashed to Smashing IT!</u>	<u>Stress Undressed</u>
			
<u>Taking the Calm Home with You</u>	<u>Taking the Stress out of Relationships</u>	<u>Mastering Procrastination & Prioritisation</u>	<u>Killing the Procrastination Bug</u>
			
<u>Systemised for Success</u>	<u>Time Management Workshop</u>	<u>Time Management for Outlook</u>	<u>Goal Setting- Transforming Ideas into actions</u>
			
<u>Mindfulness for Work & Life</u>	<u>Coaching & Mentoring Your Staff</u>	<u>Team Player to New Supervisor</u>	<u>Introduction to Leadership Styles</u>
			
<u>Leadership & Mentoring</u>	<u>Maintaining Loyal & Motivated Staff</u>	<u>Assisting other to Perform</u>	<u>Effective Leadership & Management Skills</u>
			

Your Career Journey	Career Transition & Personal Development	Interpersonal Skills for Life & Work	Work-Life Balance
			

Go to our website for the rest of the team... [About Us](#)

Testimonies

“When I was opening my company, I was a little lost in what I needed for compliancy and support. Corrina was able to handle anything I threw at her, from Health and Safety requirements, through to Fire training, and staffing issues. What Corrina brings to the table is a wealth of knowledge and access to the widest range of resources and professionals, plus generous and sincere support. She delivers this valuable service in a friendly caring manner that has always made me feel secure and cared for. I will continue to utilise the wide range of solutions only Corrina can offer in the future of helping me run my real estate company”. **Von Barnes**
Principal of Pinnacle Properties

“Corrina from The Answer is Yes made being safety compliant so easy with their online training modules customised to our business needs. The online course/training covered a lot of information, delivered in concise chunks that was easily absorbed and enjoyable to watch. Corrina is passionate about compliance and has shared her knowledge with our team, adapting with us as our business needs have changed”
Sarah Coyne, Azuno Developments

Would Highly recommend Corrina and her team. Very knowledgeable and went above and beyond to help us with our building fire plan and training. Super-fast and reliable. Can't thank you enough!
Michael Spackman, Stellar College

“I work at a desk all day and I didn't fully understand or realise the multitude of risks/hazards not only in my workplace but in other industries and sites. Corrina made it very clear and easy to understand “
Telia Dwyer, Design Governess

“Great insight into how much more we need to improve our OH&S within our own business “
Jonti, Platinum 3 Painting

Doing Hazard & Risk Assessment Training was A very good way to spend an afternoon-it will start me on a journey I have been planning for a year but failed to start
Mark Bell, Desks Etc

The Hazard & Risk Assessment was very well explained, simple... so that everyone understands
Maraia Cookson, In House Printing

Corrina knows her subject matter and makes it clear and easy to use”
Jan Hogarth, Place Mate Architects

The Answer is Yes Pty Ltd

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“If we don't have it today, we will get it tomorrow”