



## Frequently Asked Questions

### How do I login?

The online training is delivered in Illuminate. To access [Illuminate](#), use your IPAA login details. Your email address is your username. If you've forgotten your password, click here to [retrieve your password](#).

### What happens if I miss a session? Can the sessions be recorded so that I can watch at a later time?

For privacy reasons and to ensure participants feel comfortable sharing their experiences in a 'safe space', the Leadership Forums **are not** recorded. However, the Launch Session can be recorded.

### Where are the live sessions held?

#### For groups that are from the same agency/organisation

Live sessions (Leadership Forums) are held onsite, depending on room availability, at the offices of the participating students. (Additional travel costs apply for locations outside of the Greater Sydney region. This is charged at cost, per event).

Where participants are located in various locations, the option is often available to either Video Conference small numbers of remote staff into the live session held Onsite OR we can host the entire meeting virtually, inviting cohort members into a private online session.

#### For groups that are from different agencies/organisations

Live sessions are typically delivered online in a virtual meeting room using video conferencing software.

### When are the live sessions scheduled?

Live sessions are scheduled approximately every 6 weeks after the launch date.

### Are there face to face classes as part of this training?

Leadership Forums are typically run face to face for groups that are from the same organisation. For geographically dispersed groups, these sessions are delivered online using video conferencing software.

### **How long does the course go for?**

The entire program runs for approximately 9 months, with participants having access to all of the course materials and training for 12 months.

### **How much time will I need to spend doing this course?**

Participants should allocate 1 hour per week to complete the program. Practical application of the skills is intended to be weaved into your normal management practice.

### **Who should do this course? What level is the course aimed at?**

This program is suited to all managers and leaders who have staff reporting to them and are responsible for results. From team leaders to director level, each participant will be given skills that they can take into their roles to be more effective at getting great results from their people.

### **Why is there a limitation on the number of attendees?**

We keep the maximum number of participants in each cohort to 12:

- to provide a richer learning experience for each participant
- to allow for interactive discussion between cohort participants
- to ensure each participant receives the attention they need
- to strengthen the relationships between cohort participants
- to allow for various activities during the Leadership Forums.

### **When do I need to book by?**

Contact IPAA for the next intake of Great Managers®

### **I'd like to register but the course is full**

Register your interest for this course by emailing [info@nsw.ipaa.org.au](mailto:info@nsw.ipaa.org.au) or calling 02 8223 8418. We will add you to a waitlist, alert you as soon as another course date is released and give you priority access to register your place.