



PARATUS
TRAINING
Prepare to Lead

RTO: 45274 ABN: 65 161 276 722



LEARNING AND DEVELOPMENT LEADERS SUITE

2024 RETREAT
2 - 7 JUNE 2024

Outline

If you are a learning and development professional this retreat is a valuable opportunity to strengthen your skills, stay current with industry trends, and ultimately drive positive change within your organisation.

All the same time networking and collaborating with like minded professionals in a setting that encourages creativity and innovation.

Adaptation and integration of new technologies: From XR to AI through to some outside the box innovations the world is constantly changing and we as L&D professionals needs to stay ahead of the game.

Project Management in Learning and Development: Understand how project management process works from project scope, identifying and engaging with stakeholders and managing resources. The projects we often deal manage are not always clear cut.

Team Leadership and Development: Leading and developing teams requires specialised skills and knowledge. Throughout the retreat we will dive into various topics that will help you develop your high performance team.

Continuous improvement: The L&D process is an ongoing evolution that never stops. For many it focusses on the training product delivered and not the holistic project.

Personal Development: Personal and professional development is critical for everyone. At the retreat you will benefit from the networking and peer engagement opportunities as well as goal setting and developing personal development plans.

Demonstrating commitment: Attending a retreat link this demonstrates a commitment to professional development and growth.

Ongoing Learning: Post retreat you will have access to the Paratus Training L&D Microlearning suite which is always growing so you can stay updated on new learnings or revise old techniques. You will also have access to exclusive online and in person networking opportunities.

Why a retreat

1

Rediscover your focus

In the hustle and bustle of daily work life, it's easy to lose sight of what truly matters for your professional growth. Our Learning and Development Leaders Retreat offers you a unique opportunity to step away from your usual surroundings and routines, allowing you to refocus your mind. This retreat will help you gain clarity on what is most crucial for both you and your organisation at this specific moment.

2

A wealth of knowledge awaits

People attend retreats primarily to glean valuable insights and expertise from industry experts, and our retreat is no exception. By breaking away from your everyday routine, you'll have the perfect chance to enhance your existing skills and even acquire new ones. Our retreat will provide you with a rich experience that will prove invaluable for your career development.

3

Forge meaningful connections

In the world of professional development, the connections you build are often the cornerstone of your success. Our retreat offers a prime opportunity to expand your network with like-minded individuals who can provide advice and support. The bonding experience of spending an extended period together fosters lasting connections that can inspire ongoing collaboration and mutual goal achievement.

4

A new environment for personal growth

Our retreat allows you to step outside the confines of your office and immerse yourself in a new setting, surrounded by different people and routines. This change of scenery is ideal for taking a step back from the day-to-day grind and dedicating time to work "on" your professional growth, encouraging creativity and innovation.

Day 1 Monday

Project Management & Stakeholder Engagement

Explore the fundamentals of project management, learning how to plan, schedule, and execute successful L&D initiatives. Also explore the art of stakeholder engagement, understanding how to identify and connect with key stakeholders who can influence the success of their projects.

	Yoga
	Breakfast
0900	Retreat opening
–	Project management fundamentals in L&D
1200	Stakeholder identification and engagement
	Lunch
1330	Project planning and scheduling
–	Stakeholder management and communication
1500	Project action planning activity
	Day Finish
	Dinner

Day 2 Tuesday

New Technologies & Innovations

Day 2 is all about honing presentation skills and embracing new technology for training. Understand how to captivate your audiences with compelling presentations and leverage new technology to create engaging training materials.

	Yoga
	Breakfast
0900	Leveraging new technologies
-	Effective presentation skills
1200	Creating interactive training
	Lunch
1330	Using AI to assist L&D projects
-	Practical applications of AI
1500	Technology action planning activity
	Day Finish
	Dinner

Day 3 Wednesday

Team Leadership

The focus of Day 3 shifts to team dynamics and leadership in the context of learning and development. Explore strategies for building and leading high-performing L&D teams, including effective communication, coaching, and performance management.

	Yoga
	Breakfast
0900 – 1200	Team dynamics and leadership in L&D
	Building high performance teams
	Team building and leadership simulation
	Lunch
1330 – 1500	Performance management and feedback
	Effective coaching and mentorship
	Leadership action planning activity
	Day Finish
	Dinner

Day 4 Thursday

Continuous Improvement

The final day centres on continuous improvement and personal development. Discover how to integrate continuous improvement methodologies into their L&D processes and create personal development plans to advance their careers.

	Yoga
	Breakfast
0900	Continuous improvement in L&D
-	Professional development for L&D professionals
1200	Developing personal development plans
	Lunch
1330	Goal setting and self reflection
-	Continuous improvement action planning
1600	
	Day Finish
	Finale group dinner

Meet Your Facilitator

Mick Lee

Director and Operations Manager

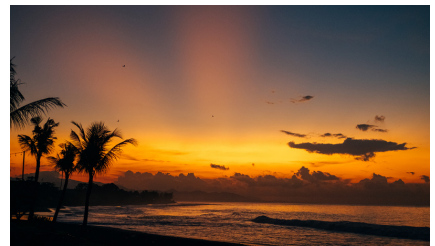
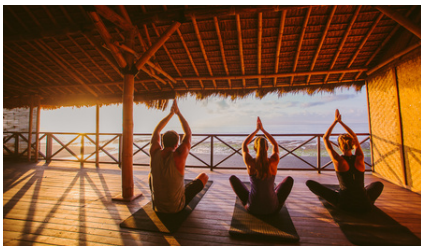
Mick Lee is passionate about providing the best training possible experience for clients, whether that is an individual student or an enterprise. He has over 25 years of learning and development experience, which he puts towards managing operations at Paratus Training.

Mick started his training journey as an instructor at the Australian Army, and after finishing his career with the Australian Defence Force he moved onto become a Senior Instructor and Team Leader at the Australian Federal Police College.

For the past 10 years Mick has worked with some of the biggest global businesses including:

- Commonwealth Bank
- Bankwest
- Telstra
- Rio Tinto
- Serco
- BHP





Hotel Komune

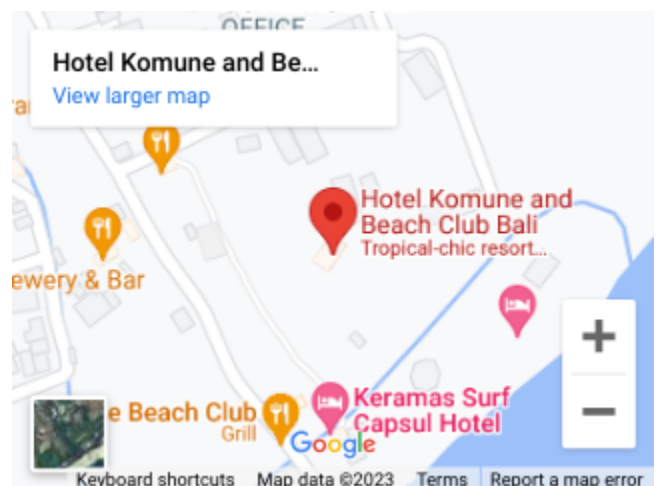
We will be based at the Hotel Komune on the east coast of Bali.

Having the retreat in Bali offers a range of benefits that will enhance the learning and self development experience.

Each morning you will have the opportunity to take part in yoga workshop under the guidance of experienced and trained staff. The perfect start point for your learning journey.

All included meals are prepared from local produce for your dining pleasure. All dietary requirements can be catered for.

Lastly finish the day off with a swim, massage (1 included) or just chill in your resort style room.



Pricing

AUSTRALIAN \$

\$3,750.00 (Twin Share)

*Payment plan available. \$500.00 Deposit then equal payments fully paid 1 month prior to retreat start

\$4,250.00 (Single Supplement)

Inclusions

- 4 day interactive and engaging workshop
 - including access to the exclusive Paratus Training L&D Suite and networking opportunities.
- 5 nights accommodation in a Resort Room at Hotel Komune (room upgrades available)
- Meals included during retreat (5 x Breakfast, 4 x Lunch, 5 x Dinner)
 - Including Welcome and Finale Dinners
 - Welcome Cocktail
 - Filtered water, Bali teas and basic juices
 - All dietary requirements catered for
- Return Transfers from Denpasar Airport, Kuta, Sanur or Ubud
- Yoga instruction
- 1 x 1 hour massage
- Retreat pack

Exclusions

- Airfares
- Travel insurance
- Alcoholic drinks, cappuccinos/ lattes



Schedule

Sunday 2 June 2024

- Arrive after 1400 by your included transfer
- Check in, relax and enjoy your surroundings
- Join us at 1800 for a welcome dinner by the beach

Monday 3 June 2024

- Start the day with a yoga session, workout in the gym or just sleep in
- Enjoy a healthy breakfast and prepare for Day 1 of the retreat
- The retreat will be officially opened with a traditional Balinese blessing
- At the end of day time is your own to enjoy (do not forget to book your 1 included massage)

Tuesday 4 June 2024

- Start the day with a yoga session, workout in the gym or just sleep in
- Enjoy a healthy breakfast and prepare for Day 2 of the retreat
- At the end of day time is your own to enjoy (do not forget to book your 1 included massage)

Wednesday 5 June 2024

- Start the day with a yoga session, workout in the gym or just sleep in
- Enjoy a healthy breakfast and prepare for Day 3 of the retreat
- At the end of day time is your own to enjoy (do not forget to book your 1 included massage)

Thursday 6 June 2024

- Start the day with a yoga session, workout in the gym or just sleep in
- Enjoy a healthy breakfast and prepare for Day 3 of the retreat
- The retreat will be concluded with a finale dinner and presentations

Friday 7 June 2024

- Late check out at 1400 if required
- Included transfers to airport or alternative accommodation

Because, we're here to help

If you have any questions or queries don't hesitate to contact us.



Address

34/152 St Georges Tce, Perth, WA, 6000



Telephone

+61 8 6270 6354



Website

www.paratus.edu.au



Email

admin@paratus.edu.au



Terms & Conditions

1. Agreement

By accepting the invitation made by Paratus Training to attend the Retreat, you are agreeing to these Terms & Conditions. The following constitutes a legally binding contract between You and Paratus Training (the Agreement):

- a) the details set out on the sales page of the Website at www.paratus.edu.au/leadersretreatbali2024
- b) these Terms & Conditions.
- c) the Release and Waiver; and
- d) any details provided to You in writing regarding the Retreat.

2. Party and Retreat Details

Your details are as provided by you at the sign-up page of the Website (You/Your). The retreat details are set out on the Retreat Sales Page. The fee for the retreat (Retreat Fee) is set out on the Retreat Sales Page.

3. Retreat Registration

- (a) You secure a place at the Retreat upon registration for the available payment plan on the Retreat Sales Page, or by making full payment by contacting Paratus Training.
- (b) All monies paid are non-refundable.

4. Payment

- (a) All payments are able to be made via the payment options made available on the Retreat Sales Page.
- (b) All monies paid are non-refundable.
- (c) If Paratus Training does not receive Your total Retreat Fee on or before the dates agreed to by You when selecting your payment method, Your place in the Retreat may be forfeited and offered to another participant.
- (d) If any payment under this Agreement is not made in full on the due date, Paratus Training is entitled to charge You interest at the rate of 5% per annum, calculated daily.
- (e) You agree that if You default on any payments due and payable under this Agreement, any costs incurred by Paratus Training for steps taken to enforce payment terms will be recoverable and payable by You.
- (f) Unless otherwise stated, all amounts are listed in Australian Dollars (AUD) and are GST exclusive, being goods and services tax as defined in A New Tax System (Goods and Services Tax) Act 1999. Where the services are provided outside Australia, GST is inapplicable.

5. Fee Inclusions and Exclusions

- (a) The Retreat Fee inclusions are set out on the Retreat Sales Page.

(b) The Retreat Fee excludes:

- Flights;
- Excess baggage charges;
- Travel insurance;
- Food or drink purchased off site;
- Alcohol;

6. Cancellation Policy and Refunds

- (a) Cancellation by Paratus Training will use its best endeavours to ensure the Retreat goes ahead, however, Paratus Training reserves the right to cancel the Retreat at any time prior to the Commencement Date for any reason if this becomes necessary, in the reasonable opinion of Paratus Training. If this does occur, You will have the option of receiving a full refund of the Retreat Fee paid, or keeping your booking which will be applied at the next retreat held by Paratus Training. In no circumstances will Paratus Training be responsible for any other amounts including but not limited to airfares, accommodation, losses, damages or preparation costs.
- (b) Cancellation by You Before the Retreat If You wish to cancel Your booking You must do so in writing to admin@paratus.edu.au All monies paid are non-refundable. It is your responsibility to find an alternative participant to attend the Retreat in your place.
- (c) Cancellation and Termination during The Retreat You may at any time after the commencement of the Retreat, choose to cancel Your participation or cut short Your involvement in the Retreat. You must detail Your cancellation in writing to admin@paratus.edu.au . If You cancel your participation in the Retreat, or if Paratus Training terminates Your participation in the Retreat for any reason (excluding You from further participation in the Retreat), Your return home shall be at Your sole expense, arrangement, and risk. No refund of any kind of the Retreat Fee will be available. You acknowledge and agree that Paratus Training is not responsible or liable in any way, directly or indirectly, for any damage or injury incurred or sustained by You after you leave the Retreat.

7. Force Majeure

- (a) If the Retreat is delayed or cancelled as a result of unforeseen circumstances or causes beyond Paratus Training's control including but not limited to: any strike, lock-out, shortage of labour and materials, delays in delivery of materials, failure of other trades/contractors to complete necessary work in a timely manner, unexpected issues arising through the renovation process, a pandemic, riot, political or civil disturbances or inclement weather; You agree that You will not have any claim against Paratus Training for damages or otherwise.
- (b) If a force majeure event occurs, Paratus Training will not be considered to be in breach of this Agreement in any way.
- (c) If you choose to terminate this Agreement as a result of a force majeure event, clause 6 will apply.

8. Informed Decision

- (a) Before signing this Agreement, You acknowledge and agree that Paratus Training is not a travel business and that Paratus Training is arranging a bespoke and tailored itinerary and set of activities for participants.
- (b) You acknowledge that You have read all information issued to You by Paratus Training that describes the Retreat.
- (c) You are responsible for Yourself while participating in the Retreat, and the potential health, safety, and other risks associated with Your participation in the Retreat, including but not limited to accidents or illness, covid-19 or other pandemics, disease, poor sanitation, inadequate medical care and facilities, terrorism, Acts of God, accidents, crime, the hazards of travel by air, train, boat, and motor vehicle, poor weather conditions and natural disasters, rest with You.
- (d) You have taken the opportunity to ask any questions You may have about the Retreat, and the responsibilities and risks involved, and You have willingly and freely assumed any and all risks associated with domestic travel and the Retreat in general.

9. Responsibility for Preparation

You agree to attend to all preparation for the Retreat as may be required. You warrant that (and Paratus Training relies on such warranty) Your physical condition and health are suitable to participate in the Retreat, and You have and will take any necessary medical precautions before embarking on the Retreat (and during the Retreat if necessary).

10. Health and Health Insurance

- (a) You acknowledge that You are responsible for obtaining all recommended and necessary immunisations.
- (b) You warrant that You are responsible for educating and informing yourself and discussing with your health care provider diseases, illnesses, and other health concerns that may result from travelling and participating in The Retreat.
- (c) You further warrant that you have been examined by a qualified physician of your choice; that such physician was in possession of all pertinent facts concerning You and The Retreat; and that such physician has advised You of the medical advisability of participation.
- (d) You assume all risk and responsibility for your medical needs while a participant in The Retreat, and acknowledge that Paratus Training is not responsible for the provision and quality of medical treatment or hospital care received while such a participant.
- (e) In the event of a medical emergency, however, You authorise Paratus Training to take action deemed in good faith to be necessary for your health and safety.
- (f) You assume full financial responsibility for, and release Paratus Training from any and all liabilities resulting from the good faith exercise of this authority

11. Intellectual Property Rights

- (a) You agree that any works, items, materials or information produced or developed by Paratus Training or under Paratus Training's direction pursuant to or in the course of providing the Retreat will remain the sole and complete property of Paratus Training.
- (b) If Paratus Training provides any intellectual property to you as part of the Retreat (such as workbooks or presentation notes or slides), Paratus Training grants You a non-exclusive and non-transferable license to use that material only for the purpose of facilitating the Retreat.
- (c) There is no assignment of Intellectual Property Rights by Paratus Training to You under this Agreement.

12. Disclosure and Use of Confidential Information

- (a) All obligations of confidentiality set out in this Agreement continue in full force and effect after the Retreat has ended. For the purpose of this Agreement, Confidential Information means information that is not generally available to the public.
- (b) Either party must not disclose any Confidential Information to any third-party without the other party's, or other participant's prior consent.
- (c) Each party must keep confidential any Confidential Information shared during the Retreat. If a party becomes aware of a breach of this obligation, that party will immediately notify the other party.
- (d) This Agreement prohibits the disclosure of Confidential Information by either Party except in the following circumstances :i. If the disclosure is to a professional adviser for it to provide advice in relation to matters arising under or in connection with this Agreement and the other party has consented to the disclosure of such information to the professional adviser; ii. if the disclosure is required by applicable law or regulation; or iii. if the confidential information is already in the public domain at no fault of the other party.

13. Travel Insurance

Paratus Training recommends that You purchase adequate and relevant travel insurance. It is Your responsibility to purchase adequate and relevant travel insurance to cover You for any instance, including loss, damage or illness.

14. Changes in Retreat

- (a) Paratus Training reserves the right to make a venue change if required and will advise you as soon as possible should such a change occur.
- (b) While Paratus Training makes every effort to ensure all published itineraries and information is up to date, accurate and kept consistent for the duration of the Retreat, she reserves the right to make changes at any time should this be necessary.

15. Compliance with Laws, Regulations & Rules

- (a) You agree to abide by all laws of all places visited, including but not limited to laws governing the use of alcohol and drugs. If You choose to consume alcohol, as allowed by law in any relevant jurisdiction, You agree to do so responsibly and at Your sole risk.
- (b) You agree to comply with all rules, regulations, and standards of conduct applicable at any time during The Retreat.

16. Photography, Video and other Media Release

By attending the Retreat You acknowledge and agree that by participating in the Retreat You

irrevocably grant Paratus Training, its agents and representatives or licensees or assignees the right and permission to take, use, re-use, publish and re-publish photographic portraits or pictures of You or in which You may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations. You understand that this media may be used for the following purposes: social media, marketing, email and other associated uses.

17. Release of Claims

- (a) You, individually, and on behalf of Your heirs, successors, assigns and personal representatives, hereby indemnify and release fully and finally from any and all liability, claims, loss, suits, demands and damages, brought by You (or and including by any third party as a consequence of any act or omission of You) and covenant not to sue or cause to be sued in any judicial or administrative forum, or otherwise, Paratus Training and its officers, agents, and employees with respect to any and all matters relating to or arising from Your conduct (including acts and omissions) and participation in the Retreat.
- (b) It is understood and agreed that Paratus Training shall in no way be deemed responsible for the
 - operation or management of any means of transportation, public or private, or facilities used by the Retreat or any Retreat participant, and Your participation on any tour or transportation or event or activity will be solely at Your own risk.
- (c) Further, should You engage in any activities which involve a risk to person or property while intoxicated or under the influence of any substance, You do so at Your own risk and agree SHE- com shall in no way be liable for Your actions, safety, loss and damage.
- (d) You acknowledge that Paratus Training does not make any guarantees in relation to any sourcing requirements You may have. Sourcing suitable items takes time and whilst Paratus Training will use its best endeavours to connect You with manufacturers, brokers and agents who may be able to assist You, Paratus Training does not make any warranties or guarantees that these introductions will suit the needs or participants or achieve the desired results. Paratus Training does not receive any commissions, fees or any other remuneration from making introductions or connections.

16. Photography, Video and other Media Release

By attending the Retreat You acknowledge and agree that by participating in the Retreat You

irrevocably grant Paratus Training, its agents and representatives or licensees or assignees the right and permission to take, use, re-use, publish and re-publish photographic portraits or pictures of You or in which You may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations. You understand that this media may be used for the following purposes: social media, marketing, email and other associated uses.

17. Release of Claims

- (a) You, individually, and on behalf of Your heirs, successors, assigns and personal representatives, hereby indemnify and release fully and finally from any and all liability, claims, loss, suits, demands and damages, brought by You (or and including by any third party as a consequence of any act or omission of You) and covenant not to sue or cause to be sued in any judicial or administrative forum, or otherwise, Paratus Training and its officers, agents, and employees with respect to any and all matters relating to or arising from Your conduct (including acts and omissions) and participation in the Retreat.
- (b) It is understood and agreed that Paratus Training shall in no way be deemed responsible for the
 - operation or management of any means of transportation, public or private, or facilities used by the Retreat or any Retreat participant, and Your participation on any tour or transportation or event or activity will be solely at Your own risk.
- (c) Further, should You engage in any activities which involve a risk to person or property while intoxicated or under the influence of any substance, You do so at Your own risk and agree SHE- com shall in no way be liable for Your actions, safety, loss and damage.
- (d) You acknowledge that Paratus Training does not make any guarantees in relation to any sourcing requirements You may have. Sourcing suitable items takes time and whilst Paratus Training will use its best endeavours to connect You with manufacturers, brokers and agents who may be able to assist You, Paratus Training does not make any warranties or guarantees that these introductions will suit the needs or participants or achieve the desired results. Paratus Training does not receive any commissions, fees or any other remuneration from making introductions or connections.

18. Dispute Resolution & Mediation

If a dispute arises out of, or relates to these Terms, either party may not commence any legal proceedings in relation to the dispute, unless they attempt to resolve the disagreement in good faith, through an appropriate mediator to be appointed by independent third party, as agreed, or his or her nominee and attend a mediation.²⁰ Modification This Agreement cannot be modified except by another agreement in writing signed by You.²¹ Governing Law The terms of this Agreement and Waiver are governed by the laws of Western Australia.²² Severance Any part of this Agreement that is prohibited or unenforceable in any jurisdiction will only be ineffective to the extent of that prohibition or unenforceability and will not invalidate the remaining parts of this Agreement.²³ Agreement You acknowledge that prior to accepting this Agreement, You have read these Terms and Conditions, have had the opportunity to seek independent legal advice about the Agreement's effect prior to signing, and You have a full understanding of the Agreement, You voluntarily accept the Terms and Conditions of this Agreement and execute it with the understanding that Paratus Training relies on the statements and warranties set out in this Agreement. I agree to the terms and conditions set out above.

