



**THE GUINEA GROUP**

# **ACTION PLAN**



## **Psychosocial Safety Survey & Consultation**

Leading on Purpose

Leading under Pressure

Leading with Perspective

# The Outcomes - High Goals

## Generally:

Psychosocial risk refers to the potential for psychological harm that may arise from the interplay of personal capacities and the job demands in the workplace, including factors like excessive workloads, lack of support, workplace bullying and poor workplace relationships.

Partnering with The Guinea Group (TGG) using the Psychological Risk Assessment Tool, Xtreme Engineering will have the opportunity to systematically identify, analyse and mitigate psychosocial risks, helping to cultivate a thriving work culture and to maximise workplace wellbeing. In real time.

The Xtreme Engineering Management team will be able to use cross sectional data report from the survey results to assist in developing policies and procedures to improve client management and workplace health and safety compliance. Analysis of survey data will also provide an opportunity for a targeted approach to workforce psych safety hazard reduction and wellbeing improvement programs and development.



**Moving the needle  
in your favour**

**“Supporting Xtreme Engineering to  
Upgrade, Upskill, and Uplift their Capacity”**

## Specifically:

### 01 Rhythmic Smart Sampling

All participants are asked to respond to the full 20 question once upon commencement. Then rhythmically surveyed once per month (1/30th of the team receives a survey each day)

### 02 Analysis

The powerful AI engine parses the data and provides leaders with emerging themes as well as the sentiment (the context, the WHY) & actionable insights all in real time.

### 03 Themes Generation

Unlike any other platform, this survey provides you with emerging themes as well as the sentiment (the context, the WHY) behind the personnel data.

### 04 Actionable Insights

Identification of suggestions across team member feedback. Actionability scoring for prioritization of suggestions. Dynamic filtering to show suggestions related to any segment, topic, or theme



**With a Strong Focus on Xtreme  
Engineering values and  
organisational culture**

# The Program - High Impact

01

## Psychosocial Safety Survey Program Development

Tailored to Xtreme Engineering, and:

- Developed based on planning discussions, and finalised in conjunction with Elisa Norris and Anna Ryan
- Designed to support the Managers become more engaging and influential leaders who operate with psychological safety and high performance as key drivers
- Focused on understanding where the workforce is at as a collective and building targeted support measures to foster a strong psychosocial safety culture

02

## Psychosocial Safety Survey Program Delivery

With a focus on:

- Communicating the structure and purpose of the survey to the workforce with an introduction video and email
- Scheduling data review sessions with Xtreme Engineering Managers to capture and analyse trending focus areas
- Managing real time feedback from survey participants
- Developing action plans to address dominant areas of concern
- Delivery with Energy, Engagement, Enterprise Thinking

03

## Psychosocial Safety Survey Program Close Out

A wrap up process that:

- Provides Xtreme Engineering with an overview of the survey results
- Provides details of any coaching, training or development completed during the program, and pathways for personalised coaching
- Includes a close out webpage, containing all relevant information
- Incorporates a framework for TGG to support moving forward
- Shares all relevant documentation transparency for Xtreme Engineering Manager/s

# The Investment - High Value

WHAT	WITH	INVESTMENT
<p>12 Month Employee Psychosocial Survey Program and Consultation (Invoiced monthly @ \$180/month)</p> <p>Consulting Fees (Invoiced once up front)</p>	<p>Proposed Start January 2025</p> <ul style="list-style-type: none"> <li>12 Month Subscription</li> <li>Monthly Meeting</li> <li>Customised Data Analyse</li> </ul> <p><i>Client On Boarding</i> <i>Monthly Consulting</i></p>	<p>\$1 per Participant per month</p> <p>180 Xtreme Engineering Employees for 12 Months</p> <p>With the first month complimentary</p> <p>\$1,980*</p> <p>\$2,500*</p> <p>\$0.00*</p>

\* All investments are exclusive of GST

**\$4,480\***

## The Case Studies - High Results



“Having just finished a 2-day workshop with Anton, I can honestly say that I have learned more about myself in the past 2 days than I have in the previous 2 years.

I would highly recommend TGG and their approach to training, and I will most definitely be looking into more coaching with these guys in the near future!”  
— The Aussie Cuttler



“What I loved the most is the way that experiences from the group were drawn upon and discussed to bring life to the presentation. Contemporary research was used and Anton was across key concepts, modern research, and simplicity concepts for learners.”



“I loved the engagement Anton gave to all parties and how the whole team had real feedback to help understand each situation and how so many different workplaces all face the same challenges. I also loved the guest speaker.”



“I would like to express a personal thank you to Anton and Ally for the training they delivered. It was not only interesting and valid; I now have a better insight into the emotional side of the way we cope differently under pressure. This will assist me in the way I approach a situation and respond to gain the desired result with all stakeholders.”

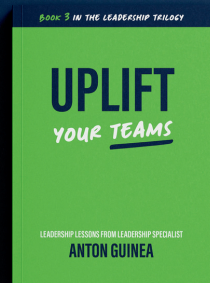
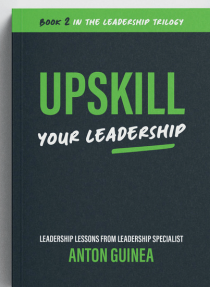
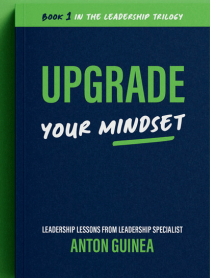


“Unreal couple of days mate. Really enjoyed it. Everyone needs to attend this or something similar in their lives. Keep up the great work.”  
— Angus Wilson

# The Inclusions - High Value

## Inclusions About the program

- 01** A 12 month subscription to the survey program with the first month complimentary with Survey on boarding to be completed by provider
- 02** Planning discussions to ensure the survey questionnaire is on point and fit for purpose
- 03** Survey program launch and introduction for participants through an online video format
- 04** One hour monthly consultation meetings with The Guinea Group will focus on reviewing survey data and developing the scope for reporting analysis
- 05** A vital stakeholder meeting to wrap up the program, providing a thorough overview of its progress. This meeting will address any reports, training, and personnel development accomplished throughout the program, while also discussing potential next steps for Xtreme Engineering
- 06** A professional and private webpage link that provides notes, surveys, photos and any other relevant materials that you can use to document the success of the program
- 07** A free hard copy of one of Anton's books  
And an electronic versions of (provided by a link):
  - A 21-Day Gratitude Journal
  - eBook's written by Anton



**THIS PROGRAM  
IS DESIGNED TO  
HELP BUSINESS  
LEADERS:**



**MAKE A  
DIFFERENCE**



**HAVE MORE  
INFLUENCE**



**SEE OTHERS  
SUCCEED**



**BUILD A STRONG  
CULTURE**



**BE THEIR  
BEST SELF**

# The Facilitator - High Expertise



## ANTON GUINEA

Helping to develop  
leaders since 2005!

Anton Guinea, one of our expertly trained professionals and an experienced local facilitator, will take charge of the process of supporting you, and your teams, through the leader training process.

Anton is an international keynote speaker, he is a **leadership and people skills expert**, who is a qualified Resilience Coach, with a degree in Human Resources Management and Psychological Science.

Anton has been conducting training workshops since 2005 and has worked with organisations around Australia and the world.

His programs are built around energy, engagement and enterprise thinking. Anton will develop a process to engage your team members and get them thinking differently – **guaranteed**.

It is not just the workshop experience that will make a difference to your team growth process; it is the before and after support (that is second to none) that will ensure the entire process is one that adds value and is one to remember.

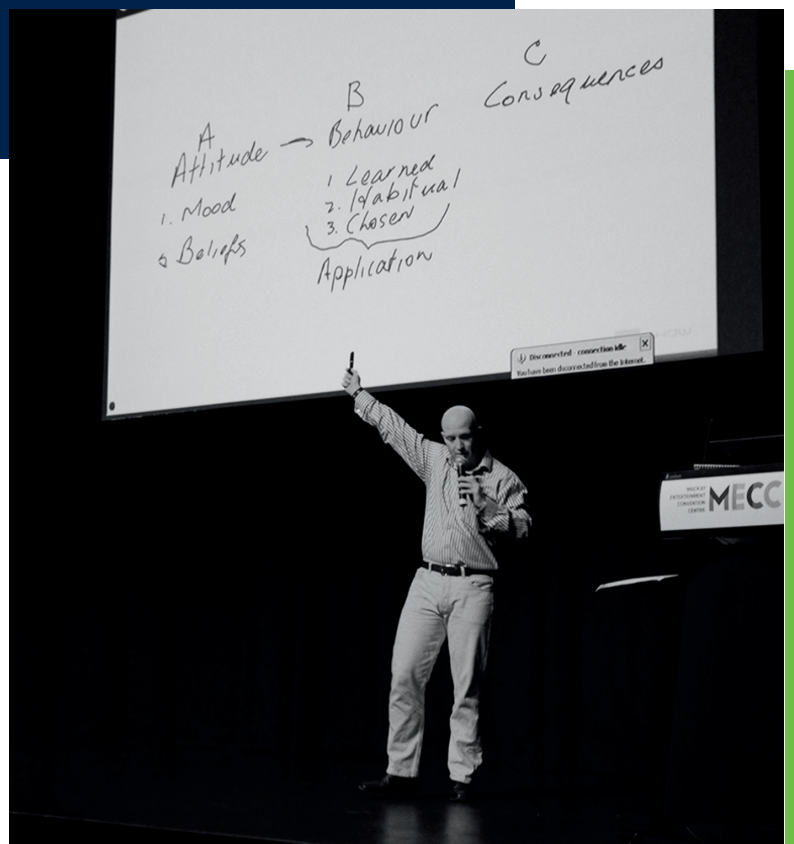
# About The Guinea Group

Since 2005, the Guinea Group has supported leaders in understanding the importance of **relationship building**, to develop **amazing communication skills**.

Our individualised and **tailored training and coaching programs** are delivered with **energy, engagement and enterprise thinking**.

We have worked with Government Officials, CEOs, heavy industry workers and employees from a wide range of industries in **Australia and overseas**.

We are advocates for personal development, emotional intelligence and psychological safety. Our programs are based around these three key elements, and our clients get over 19 years of experience, a Business Degree in HR, a Science Degree in Psychology, an NLP Master Practitioner and much more.



# Other Services - Highly Varied

## People Development

- Leader coaching and mentoring programs
- Employee and safety surveying
- DISC Profiling
- Employee engagement and empowerment
- Team building (and coach the coach training)
- Employee coaching and development
- Team Management Systems Profiling

## Workshop Facilitation

- Goal setting workshops
- Risk assessment workshops
- Problem solving (RCA and defect elimination workshops)
- Issue resolution through Mediation
- Idea generation workshops
- HSE alignment workshops
- SWOT Analysis and business planning workshops

## Performance Development

- Business strategy and business process
- Procedure and system implementation
- Change management strategies
- System performance review and optimisation
- Business team and individual performance review and support
- Systems leadership strategies

Please see the TGG Capability Statement for more information on our services, and the **TGG Difference!**



# Affinity AOS Survey Software

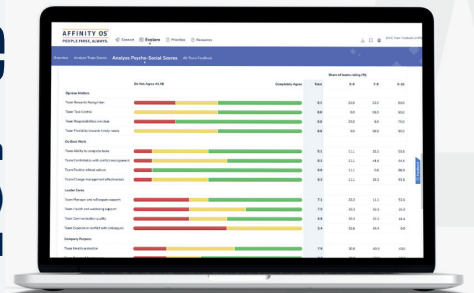


## AOS Rhythmic Smart Sampling

AOS rhythmically surveys your entire workforce once to commence then per month (1/30th of your Team receives a survey each day). There are 5 different PSR surveys, each containing 5 PSR expert-designed questions that rotate over 5 months.

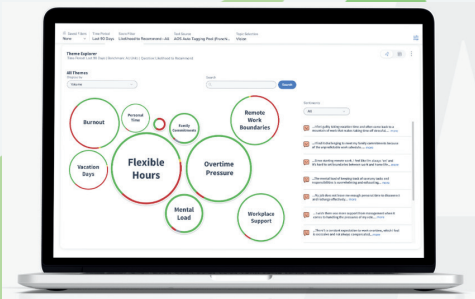
## AOS Analyze

The powerful AI engine parses your data and provides you with emerging themes as well as the sentiment (the context, the WHY) behind your PSR data, and gives you actionable insights for optimal PSR management. All this happens in real time.



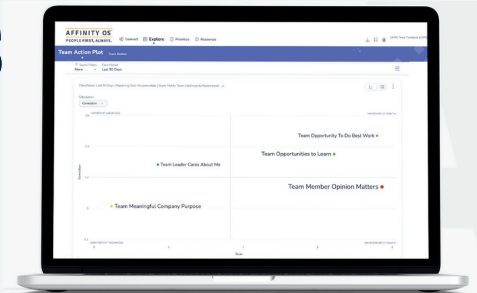
## AOS Themes

Unlike any other platform, AOS provides you with emerging themes as well as the sentiment (the context, the WHY) behind your PSR data.



## AOS Actionable Insights

AOS gives you Actionable Insights for optimal PSR management in real time.



# Affinity AOS Survey Software

## AOS provides the ability to customise the question set:

### Example Psychosocial Risk Questions

#### Work Demand and Workload:

*"Do you often feel overwhelmed by your workload?"*

*"Are you able to complete your work tasks within regular working hours?"*

#### Control and Autonomy:

*"Do you feel you have sufficient control over how you complete your tasks?"*

*"Are you able to influence decisions that are important for your work?"*

#### Support from Management and Colleagues:

*"Do you feel supported by your manager and colleagues?"*

*"How would you rate the quality of communication within your team?"*

Psychosocial Risk questions are administered in sets of 2 or 4, alongside a standard AOS eNPS question, rotating every 5 to 10 months to minimize survey fatigue. Each question is rated from 1 (Strongly Disagree) to 10 (Strongly Agree), with optional free-text comments for qualitative insights. This method enables both quantitative and qualitative analysis of workplace psychosocial risks. Monthly emails combine these questions, allowing Team Members to remain anonymous or identifiable for follow-up. Feedback is compiled into dashboards for trend tracking and site comparisons to identify best practices.

- **\*Example Question Set:\*\***
- eNPS question: "Do you feel like your opinion matters at Xtreme Engineering?"
  - Psychosocial: "Are rewards and recognition fair?"
  - Psychosocial: "Do you have sufficient control over your tasks?"
- eNPS question: "Do you have what you need to thrive at Xtreme Engineering?"
  - Psychosocial: "Can you complete tasks within regular hours?"
  - Psychosocial: "Are you comfortable with conflict management?"

Each question allows for additional comments, which are analysed for sentiment and context using AI, making this tool unique in the market.

“

I START WITH THE PREMISE  
THAT THE FUNCTION OF  
LEADERSHIP IS TO  
PRODUCE MORE LEADERS,  
NOT MORE FOLLOWERS.

-RALPH NADER

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