



Michelle Griffiths

M 0439933596

E michelle@ciqonline.com.au

A 33 Goolagong Ct, Broadbeach Waters 4218, Queensland

www.careerintelligence.com.au

Michelle is an Executive HR Consultant with 20 years real world experience in Strategic HR Management, Executive Coaching, Organisational Development and Change Management. She has worked within the Public Sector as well as private sector companies from SME's to ASX listed groups in industries as diverse as Child Services, Tertiary Education, Hospitality, Banking, Insurance, Construction, Engineering, IT, Manufacturing, Transport, Gas, Energy and Mining, and Professional Services.

Colleagues say that Michelle is a good listener and is insightful in analysing organisational issues and devising sustainable solutions. She uses well honed consultation skills as well as drawing from her extensive experience and study to design bespoke strategies and solutions to achieve clients needs. Michelle is an excellent communicator and is comfortable working within all levels of an organisation. Michelle has worked at depth in the field of Management Development and has designed many Organisational Development solutions which have incorporated Management Development initiatives.

As a coach, Michelle works with individuals using a solutions-focussed, evidenced based approach to define a person's goals and works collaboratively with them to clearly map a path to achieve these. Michelle is accredited and has high levels of expertise in a number of personality profiling tools and is able to assist clients gain greater self awareness of their unique personality styles and strengths to unlock their potential and maximise their performance whilst remaining authentic to their own styles. This approach helps clients achieve their life goals, become better leaders and communicators, reduce stress levels, resolve conflicts, work towards achieving greater effectiveness and higher levels of performance.

Career Summary

- ▶ HR Consultant & Coach
- ▶ Senior HR Manager, Sales - Wyndham Vacation Resorts Asia Pacific
- ▶ Manager, Learning and Performance – St George Bank
- ▶ Senior HR Consultant CITEC, and various strategic HR positions within Qld Government

Qualifications, Certifications & Professional Memberships

- ▶ Graduate Diploma in Business Administration
- ▶ Bachelor of Business (HRM)
- ▶ Professional Development Certificate in Executive Coaching
- ▶ Certificate IV in Assessment & Workplace Training
- ▶ Qld Workplace Health & Safety Officer
- ▶ Qld Rehabilitation & Return to Work Coordinator
- ▶ Australian Human Resources Institute - Member

Experience and Expertise

- ▶ Management Development
- ▶ Executive & Leadership Coaching
- ▶ HR and Communication Training & Facilitation
- ▶ HR Consulting and OD&D
- ▶ Change Management
- ▶ Team Effectiveness
- ▶ Program Development & Delivery
- ▶ People-Problem Prevention
- ▶ HR Systems Development
- ▶ HR Policy Development
- ▶ Grievance Resolution