Resume

**CRAIG TYSON**

PO Box 530

Strathpine Centre, QLD 4500

Ph +61 466 663 883

[ctyson42@gmail.com](mailto:ctyson42@gmail.com)

**Employment History**

**Current Employment**

**Reiki Practitioner with Healing For Success**

**Owner/founder of KI COACHING**

**Coach, Mentor, Public Speaker and Trainer**

**KI COACHING offers the following services, tailored to meet YOUR needs:-**

**Individual Coaching & Mentoring**

* Executive
* Mums or Dads
* Children

**Group Coaching & Mentoring**

* Executive
* Leadership
* Small Teams
* Couples
* Familes

**Team Workshops**

* Team Building
* Team Cohesion

**Workplace Training**

* Equity
* Harassment
* Leadership
* Workplace Internet usage policies

**Motivational Speaking**

* Corporate
* Sporting Teams

**Scientific Management Associates Pty Ltd**

**Defence Training Instructor**

**Commenced Mar 2011**

**Job Summary**

|  |
| --- |
| 1. Deliver training in accordance with the DTM and SMA’s approved processes and procedures. 2. Contribute to the design, delivery and evaluation of training programs. 3. Contribute to project performance by assisting in the implementation and maintenance of effective project management processes and supporting tools. 4. Promote a safe and healthy work environment by compliance with relevant OH&S requirements. 5. Contribute to the process of determining requirements for training, facilities, space, equipment, visual aids, and supplies to support military training requirements, and monitor the training program to ensure effective use of support items. 6. Contribute to the planning and organising phases of training, student scheduling, assignments, consistent with available facilities. 7. Undertake reviews of the training courseware in accordance with DTM policies and procedures. 8. Prepare and maintain files and records pertinent for initial military training. Prepare and maintain a training record on each individual undergoing training. Prepare reports and records about student accountability. Maintain completed training record files for historical review. 9. Instruct military training. Instruct indoor and outdoor military training subjects using demonstration-performance and lecture methods. Provide remedial training for service personnel undergoing military training where required. 10. Provide regular feedback to trainees on their performance against the course learning outcomes. 11. Integrate performance management principles within a structured learning and assessment pathway. 12. Continually monitor and assess the performance of trainees, arranging remedial sessions on a weekly/as required basis. 13. Assist in course evaluation and conduct in-depth analysis to determine lessons learned. 14. Provide status updates to the Training Manager and Project Manager as required. 15. Support and promote the application of common risk and issue management process across Scientific Management Associates. 16. When required prepare high quality written communications on a range of topics that are appropriate to the intended audience. 17. Seek team input where rapid resolution of training and development issues is required. |

**Previous Employment**

**Australian Defence Force**

**1983** Kapooka/Infantry Centre Enlisted

**1984 -1987** 1st Battalion, The Royal Australian Regiment,

Townsville.

* Rifleman
* Regimental Signaller

**1987 – 1993** 3rd Battalion, The Royal Australian Regiment,

Holsworthy.

* Rifleman
* Regimental Signaller
* Lance Corporal
* Promotion to Corporal

**1993 – 1994** 1st Recruit Training Battalion, Kapooka, Wagga

Wagga.

* Recruit Instructor

**1995 – 2000** 5th/7th Battalion, The Royal Australian Regiment,

Holsworthy/Darwin.

- Section Commander

- Regimental Police Sergeant

- Promotion to Sergeant

- Platoon Sergeant, Rifle Platoon and Signals

* Platoon:- Manage the administration, morale and discipline of 30 soldiers within a barracks environment

Deployment as part of INTERFET to East Timor as a Platoon Sergeant/multiple Commander

* Planned and conducted direct independent operations
* Manage the administration, morale and discipline of 30 soldiers while on operations

**2000 – 2001** Royal Military College – Duntroon, Canberra

* Instructor/Administration Sergeant
* Mentor Army staff cadets in administration, morale and discipline issues
* Plan and conduct major exercises for upwards of 180 Army staff cadets and staff

**2002** 16 RWAR, Perth

- Signals Platoon Commander

- Planned, conducted signal course as Course Manager

‑ Manage the administration, morale and discipline of 30

Army Reserves within a barracks environment

**2003** 11/28 RWAR, Perth

- Operations Sergeant

- Administer course nominations and panelling for Army Reserve members

- Promotion to Warrant Officer Class Two

**2004 – 2005** Motorised Combat Wing, Puckapunyal

* Instructor
* Proved tactics techniques and procedures of the Bushmaster Protected Mobility Vehicle
* Provide timely and accurate advice to Commanders at all levels on motorisation issues
* Wrote Training Management Package for the following courses:-
  + Protected Mobility Vehicle Supervisor Course
  + Protected mobility Vehicle Logistics Support Operators Course
* Planned, conducted as course manager the following courses:-
  + Protected Mobility Vehicle Supervisor Course
  + Protected mobility Vehicle Logistics Support Operators Course
* Attended the 2005 US Marine Corps Conference USA as ADF representative with ADI

**2006 – 2007** Defence Materiel Organization, Brisbane

* Project Bushranger, Brisbane
* Training Warrant Officer
* Planned, conducted as Course Manager Protected Mobility Vehicle SMA run drivers Courses in the Brisbane area, in Consultation with SMA staff
* Quality Control Inspector for incoming Bushmaster vehicles

**2008** 6th Battalion, The Royal Australian Regiment, Enoggera

* Motorized Warrant Officer
* Provide timely and accurate advice to Commanders at all levels on critical issues concerning serviceability and maintenance of fleet of 80 armoured vehicles.
* Provide timely and accurate advice to Commanders at all levels on motorisation issues.
* Planned, conducted as Course Manager the following courses:-
  + Protected Mobility Vehicle Drivers Course
  + Protected Mobility Vehicle – Protected Weapons Station Course

**2010**  Deployment with MTF-1 to Afghanistan - Motorised Warrant Officer

* Manage a fleet of 120 armoured vehicles at strategic level
* Provide timely and accurate advice to Senior Commanders at strategic level on critical issues concerning serviceability and maintenance of fleet of 120 armoured vehicles
* Planned and conducted direct independent operations

**Mar 2011** Commenced Long Service Leave from the ADF

**Oct 2011** Discharge from ADF

Qualifications

* TAE Certificate IV in Training and Assessment
* Diploma in Resource Management
* Diploma in Government
* Reiki II
* Applied First Aid
* Responsible Service of Alcohol
* Diploma Harris AN/PRC-152 Communications System
* Diploma Harris AN/PRC-150(C) HF Communications System
* EPLARS Basic Operator Course
* Army Work Place Trainer and Assessor
* Army Recruit Instructor
* Supervisor Infantry Operations – Company
* Supervisor Motorized Operation – Company
* Regimental Signals Officer
* Raven HF Instructor
* Assistant Driving Instructor
* Protected Mobility Vehicle (PMV) Trade Testing Officer
* PMV Driving Instructor
* Medium Ridged Drivers License