

THE TOOLS TO
DEVELOP YOUR
CAPABILITIES!

7 CORE

TWO DAYS OF
FAST-PACED
LEARNING!

LEADERSHIP & MANAGEMENT SKILLS



We're often asked "What are the **Core Leadership and Management Skills** that people need to operate effectively in the modern workplace?"

We've now designed a practical course demonstrating 7 Core Leadership and 7 Core Management Skills.

In our opinion, these skills are so important that they must be learnt in a training session. You cannot master these skills online or via YouTube. You need to sit in a training session with a group of other people to embed these skills.

So we're packing these 7 Core Leadership and 7 Core Management Workplace Skills into two days of fast-paced learning. The idea is to give you a health check on your current abilities. Each session will give you tools to develop your current capability.

DAY ONE

7 CORE LEADERSHIP SKILLS

1. Strategic Thinking
2. Resolving Conflicts in the Workplace
3. Managing Expectations
4. Collaboration Skills
5. Delegation Skills
6. Setting a Contagious Positive Mood
7. Keeping People Accountable

DAY TWO

7 CORE MANAGEMENT SKILLS

1. Time Management
2. Communication at Work
3. Change Management
4. Critical Conversations
5. Managing Workplace Stressors
6. Performance Management
7. Action Planning

VENUES and DATES

Melbourne 26 & 27 June,
Saxons L6, 500 Collins St

Sydney 27 & 28 August,
Saxons Level 10, 10 Barrack St

Brisbane 9 & 10 October,
Saxons L11, 300 Adelaide St

Adelaide 10 & 11 September,
Saxons L5, 38 Gawler Place

Perth 19 & 20 November,
Saxons L1, 140 St Georges Tce

ENROLMENT

Just let us know how many seats you would like to book for your organisation. The start and finish timings are exact so please don't be late as it's a distraction and the learning is fast paced so you'll be missing out. Each seat is \$140 ex GST.

PREFERRED TRAINING NETWORKS

Ph: 1300 323 752 email: mail@preftrain.com.au Web: www.preftrain.com.au

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PREFERRED TRAINING
NETWORKS

Day 1: 7 Core Leadership Skills

Melbourne 26 June Sydney 27 August Brisbane 9 October
Adelaide 10 September Perth 19 November

PLEASE TICK WHICH SESSIONS YOU'D LIKE TO REGISTER TO ATTEND AND THE NUMBER OF PARTICIPANTS.

7 CORE LEADERSHIP SKILLS	KEY TOPICS	No. of Participants	Cost (ex GST)
Strategic Thinking 8am - 9am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ What are your organisation's strategic objectives? ▶ Porters 5 Forces ▶ SWOT analysis ▶ 3 common strategic mistakes 		\$140
Resolving Conflicts in the Workplace 9.15am - 10.15am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Causes of recurring conflict ▶ Finding the root cause of conflict ▶ Cultural differences and embracing diversity ▶ Nipping conflict early 		\$140
Managing Expectations 10.30am - 11.30am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Setting expectations ▶ Resetting unrealistic expectations ▶ Dealing with a culture of entitlement ▶ How expectations are formed 		\$140
Collaboration Skills 11.45am - 1.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Why work collaboratively ▶ Team Building Skills ▶ Common Dysfunctions of Teams ▶ Pursuing common goals and objectives 		\$140
Delegation Skills 1.30pm - 2.30pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Delegation heebee jeebees ▶ The perils of micromanaging ▶ The importance of follow up ▶ Determining what work can be delegated 		\$140
Setting a Contagious Positive Mood 2.45pm - 4.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Emotional Contagion insights ▶ The benefits of having a positive outlook ▶ Seligman's key findings about optimism ▶ Setting a contagious mood 		\$140
Keeping People Accountable 4.15pm - 5.15pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ How do you keep people accountable? ▶ How do you check in? ▶ What games do people play to dodge being accountable? ▶ Clarity is king 		\$140
		Total participants:	Total cost:

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PREFERRED TRAINING NETWORKS

Day 2: 7 Core Management Skills

Melbourne 27 June Sydney 28 August Brisbane 10 October
Adelaide 11 September Perth 20 November

PLEASE TICK WHICH SESSIONS YOU'D LIKE TO REGISTER TO ATTEND AND THE NUMBER OF PARTICIPANTS.

7 CORE MANAGEMENT SKILLS	KEY TOPICS	No. of Participants	Cost (ex GST)
Time Management 8am – 9am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Planning your day ▶ Prioritising tasks ▶ Staying on top of your workload ▶ Dropping unimportant stuff 		\$140
Communication at Work 9.15am – 10.15am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Active listening skills ▶ Checking for understanding ▶ Recurring miscommunications ▶ Emotional Intelligence 101 		\$140
Change Management 10.30am – 11.30am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Understanding fear of change ▶ Anticipating responses to change ▶ Scott and Jaffe Change Model ▶ Developing your change communication plan 		\$140
Critical Conversations 11.45am – 1.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Planning a critical conversation ▶ Focussing on the behaviours ▶ Asking open ended questions ▶ Expecting a positive outcome 		\$140
Managing Workplace Stressors 1.30pm – 2.30pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Positive and negative workplace stressors ▶ Recognising signs of stress ▶ Reducing negative stressors ▶ Breathing techniques to reduce stress at home and at work 		\$140
Performance Management 2.45pm – 4.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Dealing with unacceptable behaviour ▶ Performance Management 365 ▶ Critical Conversations ▶ Giving and receiving feedback 		\$140
Action Planning 4.15 – 5.15 \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Planning ahead ▶ Aligning with your strategic objectives ▶ Keeping people motivated ▶ Measuring your progress 		\$140
		Total participants:	Total cost:

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 Email this registration form to mail@preftrain.com.au :

Name: Position:

Company:

Address:

Phone: Email:

Pay by credit card: Visa Mastercard Card holder Name:

Card Number: Card Expiry /

Signature or Direct Deposit to BSB 063 270 Acct No. 10072387

Invoice Our Company Total Seats X \$140(ex GST) =

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|-----------|--------------------------|-------------------|--------------------------------|
| Melbourne | <input type="checkbox"/> | 26 & 27 June | Saxons L6, 500 Collins St |
| Sydney | <input type="checkbox"/> | 27 & 28 August | Saxons Level 10, 10 Barrack St |
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| Perth | <input type="checkbox"/> | 19 & 20 November | Saxons L1, 140 St Georges Tce |



Please Note: 1. Cancellations not received by email by 5.00pm, 21 days before the start date will be invoiced the full amount.
 2. A tax invoice will be issued prior to the event.