

Advanced Management Program

Overview

This program is designed to give comprehensive development in the aspects management that are necessary to develop yourself, your team and your organisation. The program consists of 4 workshops - *Leading Yourself, Leading through Communication, Leading through Climate and Culture and Leading Change*. Each of the four workshops is a stand - alone workshop and combine together to form a comprehensive advanced management program. We conduct this and other programs in-house in organisations through-out Australia and the Asia Pacific.

Who would benefit

This workshop is for middle managers, senior managers and fast tracked frontline managers who have mastered the essentials of management and who desire to build the skills necessary to advance their careers and to build their organisations.

What's included

Comprehensive manual, lunch, morning and afternoon tea

Cost

\$397 per workshop (GST included)

\$1391 for the 4 day program (GST Included)

10% discount for 3 or more participants

Experiential learning

- We bring your workplace issues into the workshop for you to apply your learning.
- Each module is supported by practical exercises, assessments and discussion

Results focussed

- It is focussed on developing skills that can be immediately applied at work.
- We provide a template for the skills developed to be included in your performance management system

Video

- To illustrate practical situations and highlight key points

Limited group size

- To maximize the effectiveness of the workshop



Dates, Times and Locations

17th August *Leading Yourself*

16th September *Leading through Communication*

14th October *Leading through Climate and Culture*

11th November *Leading Change*

8:30am to 4:00pm each day

Hotel Grand Chancellor

131 Lonsdale Street, Melbourne (City)

The Presenter



Wayne Back is the Managing Director of Management Training Australia. He has held a range of management positions from frontline manager to CEO as well as held positions on several boards. He consults to large and small organisations and delivers organisational diagnostics and change management programs. He also trains frontline, middle and senior managers throughout Australia and the Asia Pacific. Wayne has spent 25 years in training and management in business, government, educational and NFP sectors. Originally trained as a physicist, he then completed three other degrees including a Masters in Management.

Advanced Management Program

Day 1: Leading yourself

- **Using Different Management Styles**
 - The 6 management Styles
 - Understanding your default management style(s)
 - When to use each of the management styles
 - How to develop each of the styles
- **Building Emotional Intelligence**
 - 5 aspects of emotional intelligence
 - The emotional competencies that undergird emotional intelligence
 - How to recognise and develop each of the competencies
 - Understanding your emotional intelligence
- **Developing Thinking skills**
 - 8 tools for problem solving
 - Cause and effect diagrams
 - Force field analysis
 - Structured brainstorming
 - Systems thinking

Day 2: Leading through communication

- **Improving your Public Speaking**
 - Overcoming speech anxiety
 - Understanding audiences
 - The presentation sequence
 - Vocal delivery and body language techniques
- **Higher Communication Skills**
 - Active Listening
 - Culture and communication
 - Reading the non-verbals
 - Detecting untruthful responses
- **Improving Organisational Communication**
 - Managing conflicting expectations
 - Building communication platforms
 - Using informal communication channels
 - Overcoming the negative effects of silos
 - Defensive / supportive communication climates
 - Developing communication systems

Day 3: Leading through climate and culture

- **Lifting workgroup climate**
 - 6 dimensions of a workplace climate
 - Symptoms of a poor climate
 - Developing each of the 6 climate dimensions
 - How management styles affect climate
- **Building teams**
 - 5 stages of teams - issues, tasks & strategies
 - Avoiding group think - making good decisions
 - Empowering team work
 - Workforce and succession planning
 - Identifying high potential people
 - Developing your key team members
- **Building Organisational Culture**
 - Understanding organisational culture & values
 - Communicating culture
 - Culture shock and adjustment
 - Artefacts, values and assumptions
 - Embedding culture through the organisation
 - Stories, heroes, rites, ceremonies and symbols

Day 4: Leading through change

- **Leading and managing change**
 - Organisational and personal change
 - Reactions to change
 - Managing stakeholder relationships
 - Change readiness assessments
 - Communicating change
- **Planning**
 - Results based management
 - Strategic and operational planning
 - Process design and control tools
 - Evaluation strategies
- **Innovation**
 - Understanding core competencies
 - Sources of opportunity
 - Analysis of opportunity factors
 - Attribute, trend and orthodoxy analysis
 - Evaluating opportunities

**Contact
us on**

•Email: register@mtaustralia.com
•Ph: +61 (3) 9256 6004
•Fax: +61 (3) 9445 9243
•Web: www.mtaustralia.com

**In-
house**

•These workshops are available for presentation at your premises or off-site. Please contact us to discuss your training requirements

Advanced Management Program

Registration

How I first heard of the program (please circle) Web/ email/ word of mouth/ AHRI/ Fax/ Google ads/ HR Leader

Purchase Order No. _____

Organisation _____

Contact _____ Contact Email _____

Postal _____ Phone _____

Name	Email	Workshops (please tick)	Cost
		<input type="checkbox"/> Leading yourself <input type="checkbox"/> Leading through communication <input type="checkbox"/> Leading through climate and culture <input type="checkbox"/> Leading through change	
Management level Supervisor/Middle/Senior (circle)		<input type="checkbox"/> Leading yourself <input type="checkbox"/> Leading through communication <input type="checkbox"/> Leading through climate and culture <input type="checkbox"/> Leading through change	
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		Total	

Payment information

- Cheque enclosed/ sent (payable to Management Training Australia Pty Ltd)
 EFT – Westpac, Management Training Australia, **BSB 033172, ACC: 425794**
 Debit my credit card
 Visa MasterCard

Card Number _____ Expiry ____/____ Signature _____

Terms and Conditions

- Places are limited to preserve the workshop dynamic and places are only guaranteed on receipt of payment
- **Substitutions** are permitted up to the commencement of the workshop with no penalty
- **Withdrawals** receive a 50% refund up to 1 week before the workshop and no refund after that
- **Deferrals** are without penalty up to 1 week before the workshop and receive a 50% credit after that

To Register

- Fax completed form to (03) 9445 9243
- Download registration form or register at www.mtaustralia.com
- Email register@mtaustralia.com, including name and payment information
- Post form to Management Training Australia, PO Box 281 Vermont, Victoria , 3133
- For more information on this or other workshops, go to www.mtaustralia.com

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