

2011 Advanced Management Program

Overview

This program is designed to give comprehensive development in the aspects management that are necessary to build personal organisational health and success. The program consists of 4 workshops – Building personal capacity, Advanced communication, Leading teams; and Changing organisational culture. 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.

High take home value

Return on investment (ROI) for training

Recent studies show that, on average, every \$1 spent on management training results in \$3.86 in benefits to the company. This figure is much higher for programs of high take home value.

Presenters are practitioners not just lecturers

The presenters at Management Training Australia are not only highly experienced presenters but are also current Senior Managers. This means that are not only professional trainers but also have a wide range of experience in organisational and personal topics. What this means for workshop participants is they receive a highly practical experience. We are experienced across all industries and have trained people from hundreds of different organisations throughout Australia

Participant's real work scenarios in every section of every workshop

Each section of every workshop brings the participant's actual work scenarios into the training room and participants decide on the changes they will implement from their learning before they leave the workshop.

Workshops utilise a variety of learning approaches

Participants not only receive highly relevant material with engaging presenters, but we also use video, discussions, role plays, training games, assessments and team exercises to ensure that participants are engaged and learning throughout the whole day.

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.

In-house or off-site

- We can arrange a fully catered off-site location if required

Cost

- \$2700 (GST incl.) per workshop for 10 people (plus \$50 per person for groups over 10 people)
- \$9500 (GST incl.) for the 4 day program for 10 people (plus \$100 per person for groups over 10 people)

What's included

- Comprehensive manuals & assessments
- Supply of A/V equipment
- Each day carries 7 CPD/ CPE/ CLE/ MCLE/ CE hours

Contact

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2011 Advanced Management Program

Day one: Building Personal Capacity

Building Emotional Intelligence

- Emotional intelligence and competency assessment
- 5 aspects of emotional intelligence
- 7 aspects of social skills
- 4 aspects of self management
- 3 aspects of motivation
- 3 aspects of self awareness
- Developing each of the emotional competencies
- Forming an emotional intelligence development plan

Developing management or leadership styles

- Understanding, using and developing the 6 management/ leadership styles - Directive/ Relational/ Visionary/ Democratic/ Pacesetter/ Coaching
- Management/ leadership styles assessment
- Understanding your default style(s)
- When to use each of the management styles
- How to develop each of the styles

Day two: Advanced Communication

Excelling in Public Speaking

- Practical exercise in preparing a speech
- Overcoming speech anxiety
- Building rapport
- Understanding the different purposes of speeches
- Being clear on your central idea
- Having appropriate supporting material
- Organising your speech
- Introductions and conclusions
- Speech delivery techniques
- Vocal delivery and body language techniques

Improving Organisational Communication

- Formal and informal communication
- Downward, upward and sideward communication
- Developing 2 way communication systems across the organisation
- Communicating key organisation information
- Overcoming organisational silos
- Supportive communication climates
- Developing communication systems

Day three: Leading Teams

Team development

- 5 stages of team development
- Issues, tasks & strategies at each stage
- Creating a culture of teamwork
- What is group think and how to avoid it
- How to empower a team

Talent management

- Talent inventory
- Identifying high potential people
- Planning development for your team
- The performance/potential matrix

Being innovative

- SWOT and TOWS analysis
- Core competencies
- Sources of opportunities
- Attribute, Orthodoxy and trend analysis
- Strategic mapping

Day four: Changing organisational culture

Culture and Brand

- What is branding?
- Managing branding
- The relationship between vision, culture and brand
- Aligning the brand and the culture
- Addressing the culture-brand gap

Changing Organisational culture

- How culture affects performance
- 3 levels of culture – artefacts, values and assumptions
- The role of stories, heroes, symbols, celebrations and slogans
- Understanding and aligning company values
- Understanding assumptions
- Aligning assumptions, values and artefacts
- How leaders embed culture
- Embedding culture through organisational practices
- Addressing cultural change through the key touch points