

# EFFECTIVE LEADERSHIP

Workshop - 6 hours **\$380.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

This workshop is for current managers who want to reinforce their practical knowledge with proven key management concepts and ideas. It will give you some tools to help you bring out the best in yourself and your team.

## WHO SHOULD ATTEND:

Experienced managers, supervisors and team leaders who want to develop their management skills.

## BENEFITS:

- ▶ Enhance your practical knowledge with proven concepts
- ▶ Learn techniques for becoming an even better manager
- ▶ Become a better leader, communicator and strategic thinker
- ▶ Improve your ability to motivate others and lift productivity
- ▶ Network with other managers and share real world experiences

## TOPICS:

### Personal Awareness & Integrity

- ▶ On line DISC profile
- ▶ Improving workplace communications

### Relational Effectiveness

- ▶ Managing and developing teams
- ▶ Delegation
- ▶ Managing upwards
- ▶ Managing generation Y and generational differences

### Strategic & Business Clarity

- ▶ Team scorecards
- ▶ Basics of vision, mission and values
- ▶ Basics of strategy development

### Operational Impact

- ▶ Employee engagement and Motivation
- ▶ Setting performance goals

## REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.