

The world in which we live is constantly changing. Organisations are challenged with conditions that change at breakneck speed. To succeed in this volatile business environment, leaders frequently undertake strategic initiatives. Unfortunately, too often these initiatives are poorly charted and inadequately executed. The role of a leader in a business is to establish a clear direction and create an environment that empowers the team to achieve the desired goals. This workshop will step you through the skills that are needed to be a successful leader in this challenging environment.

The third in the series of four Master Classes, this half day strategy planning workshop **Leadership Skills** is a unique program that allows you to develop your own leadership plan.

Delivered by experienced Mindshop facilitator Barry Jenner, the **Leadership Skills** workshop provides practical skills to enable you to become a more effective leader.

What the workshop will cover

- Identify the difference between managing and leading
- Understand the fundamentals of leadership
- Develop some of the key attributes of a leader
- Understand the leadership tools and processes
- Develop leadership rewards and recognition
- Prepare a One Page Leadership plan
- Implement the plan

Workshop outcomes

- You will leave with the skills and knowledge to enable you to select a leadership role, develop your own specific objectives and develop a one page plan to assist you to move from where you are now to where you want to be in the future.
- You will leave the workshop having pulled together key strategies and actions into a one page Leadership Skills plan.
- You will receive a workbook, as well as telephone and online support for six weeks following the workshop.

Date: Thursday 14 June 2018

Time: 10am to 4pm

Venue: VTA offices – Level 1, Mirrat House, 46 Kooronga (Webb Dock) Port Melbourne

Cost: \$360 (including GST)) for VTA members and \$390 (including GST) for non-members.

Materials: each participant will receive a workbook as well as telephone and online support for six weeks.

About the presenter

Barry Jenner is an Accredited Mindshop Facilitator Plus, Fellow Member of the Institute of Chartered Accountants Australia New Zealand and holds a Graduate Diploma in Business (Accounting). He is an experienced management consultant and facilitator. He has a reputation for being able to change and improve the way organisations do business.

Company details

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|-----------------|--|---------|-----------|
| Company: | | | |
| Contact person: | | Title: | |
| Address: | | State: | Postcode: |
| Phone: | | Mobile: | |
| Email: | | | |

Participant details

| Name: | Title: | Mobile: | Email: |
|-------|--------|---------|--------|
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| Course | Course date | Participant name | Price | Total |
|----------------------------------|--------------|------------------|-------------|-------|
| Leadership skills | 14 June 2018 | | | |
| Leadership skills | 14 June 2018 | | | |
| Leadership skills | 14 June 2018 | | | |
| All prices are inclusive of GST. | | | Total cost: | \$ |

Payment details

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| I enclose payment by cheque/money order payable to the Victorian Transport Association <input type="checkbox"/> | |
| I will make payment via EFT using my company name and/or course date as the reference <input type="checkbox"/> | |
| I will make payment via credit card <input type="checkbox"/> | |
| <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Name on card: | |
| Signature of cardholder: | |
| Expiry date: | |

All EFT payments should be directed to the following account using your company name and/or course date as the reference:

Account name: Victorian Transport Association
 BSB: 083 419
 Account number: 544360493
 Banking institution: NAB

A tax invoice will be issued upon receipt of payment.

Scan and return to reception on email: reception@vta.com.au

Post: PO Box 5, South Melbourne 3205

Payment must be made for all participants prior to course commencement. Refunds are not applicable when cancellation of booking occurs within 24 hours of course commencement. Cancellations made more than 24 hours prior to course commencement will receive a full refund or be placed into the next available course.

Privacy Statement: We collect personal information about our course participants in order to manage and maintain their enrolment. Information is typically released to third parties (including but not limited to MSA Consulting) in order for evidence of completion or participation to be issued by these parties. The VTA, VWMA and VTA Academy ensure that only relevant personal information is released to authorised third parties for the purpose stated.