

There is a wealth of resource material available for team leaders but where does a team member learn how to do their job more effectively? It is not just about attending meetings. We need a process to ensure that we leverage the skills and experience of every team member.

This half day strategy planning workshop is designed to help you understand and establish sound skills to build your own effective team via coaching and developing people.

Delivered by experienced Mindshop facilitator Barry Jenner, the ***Coaching and Developing People*** workshop will provide you with the tools and processes needed to ensure that your participation as either a team leader or team member will be effective

What the workshop will cover

- Improve business through teamwork
- Understand the key elements of successful teams
- Build your team
- Run a successful team
- Prepare a one page team building plan

Workshop outcomes

- You will leave with the skills and knowledge to run a successful team.
- You will leave the workshop having pulled together key strategies and actions into a one page Team Building plan.
- You will receive a workbook, as well as telephone and online support for six weeks following the workshop.

Date: Thursday 17 May 2018

Time: 10am to 2pm

Venue: VTA offices - Level 1, Mirrat House, 46 Koorringa (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 |
|----------------------------------|-------------|------------------|-------------|-------|
| Building an effective team | | | | |
| Building an effective team | | | | |
| Building an effective team | | | | |
| 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="checkbox"/> |
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| 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.