



Key Business Skills

This is the fourth part of the five-day Leadership series, designed to prepare organisational leaders to understand their roles, manage teams, use their time productively and manage stress in themselves and their staff.

Successful managers inspire people and lead by example. They make tough decisions, take risks and encourage a positive attitude among staff even during difficult times. They are excellent communicators and endeavour to achieve team consensus when feasible. This session helps managers brush up on key skills to ensure that they operate with a high degree of professionalism in all their workplace activities, building trust and loyalty in their teams.

What does this training cover?

- Introducing and managing change
- Assessing competency in your team
- Leading effective meetings
- Developing social capital in teams
- Creating trust and loyalty in team members
- How to delegate effectively

The Leadership Series includes the following sessions:

- **Day 1:** Understanding Leadership
- **Day 2:** Leading People
- **Day 3:** Self-Management
- **Day 4:** Key Business Skills
- **Day 5:** (Part 1) Developing Social Contracts; (Part 2) Psychological Safety

Who is this training for?

Managers, Supervisors, Coordinators, Project Managers and Team Leaders in social and community services, regional and local government organisations and small business.

9:15am-3:30pm

5 days \$750 per person or \$180 per day*

Morning tea and lunch provided

Group rates available

*(excludes GST)

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Training | Facilitation | Professional Development