

Leadership & Management Workshop

This is a great workshop for...

Anyone wanting to become a team leader, leading hand, service manager, supervisor or business manager

Anyone who already works in a management, team leader or supervisor role but wishes to advance their skills to become more effective at their job

Topics covered in the workshop:

Understanding my management style and its impact on my team

Motivating my team

Delegating effectively

Providing feedback

Making the transition from team member to team leader

What you take-away from the workshop:

An analysis of your own management/ leadership style. You will take away an analysis about your communication style and how it affects the way you manage, interact and are understood by others you work with.

An understanding of the strengths and weaknesses of your management style and ways to improve on your weaknesses and become a more effective manager or leader.

Participants also have the opportunity to work on issues they are currently experiencing in the workplace in regards to motivation, delegation and providing feedback to staff.

See full course schedule for dates at <http://training.mtansw.com.au> or phone (02) 9213 4222

Cost: Members \$350.00 (GST Inclusive) (non members please add 30%)

To register for this course please fill in your details and Fax to: (02) 9212 6889

Please post cheques, after faxing, to Locked Bag 5012, Darlinghurst, 2010. Confirmations will be sent 1 week prior to course commencing via fax. **Any enquiries please contact MTA's Training Department on Ph: (02) 9213 4222**

This document becomes a tax invoice for GST when you make payment. ABN: 63000008088

Seminar Name: _____ Session Date: _____
Member Number: _____ Company Name: _____
Postal Address: _____ Phone Number: _____
_____ Fax Number _____
Email Address _____ Mobile Number _____

Attendee Name (s): _____
Payment: Credit Card Card/Account Number: _____ MasterCard/Visa/Amex
Cardholder's Name: _____ Expiry Date: _____
 Cheque Cheque No: _____
 EFT: ANZ Darlinghurst, BSB No. 012-140, A/C No. 833370639 (Please fax through remittance after transfer)
 Capricorn Account Account No: _____

Amount: \$ _____ Voucher No: _____

Please send me an SMS reminder message 24hrs prior to course

Whilst there is every intention to run the program as advertised, MTA NSW reserves the right to change the program and/or presenters. MTA NSW also reserves the right to cancel this event due to insufficient numbers. If this occurs, refunds will be made in full.

If you wish to cancel your registration and you notify us 5 or more working days before the event, we will refund 100% of your fee. For cancellations notified less than 5 working days before the event, no refund will be made. All registrations are transferable at any time to another person within your organisation (at no charge).