

Management Development Program > Short Course

Leading and Managing People

The key to inspired organisational performance

Without exception, good management is about leading and managing people.

This has always been the case, of course, but in an increasingly competitive business environment, with widespread technological parity, it is becoming even more so. Whatever the core business of your organisation, its long-term viability and profitability is heavily dependent on the talents and motivations of your people. They simply must perform at their best, with an absolute commitment to achieving your organisation's objectives. Perhaps more than any other factor, it is this commitment that distinguishes the high-performance organisation.

Consequently, your leadership and people skills as a manager - the key to inspiring and maintaining your team's commitment - are more vital than ever. And this intensive two-day Management Development Program (MDP) is an ideal means through which to ensure they are up to the task.

Learn how to bring out their best

Leading and Managing People offers an extremely valuable hands on experience in terms of your own personal and professional development. The program has been designed to develop your management and leadership skills and provide you with the opportunity to explore and apply leadership in your own context.

At the end of the two-day workshop you will have explored:

- The difference between leadership and management.
- Evaluating your own performance.
- Personal leadership.
- Workstyle preferences.
- Motivation and values.
- Interpersonal leadership.
- Communication.
- Coaching and counselling (dealing with poor performance).
- Healthy conflict.

You will develop a range of skills and strategies including:

- An understanding of how your style impacts the people around you - your staff, your peers and your boss.
- Knowledge and skills in changing your style to influence others.
- Skills in coaching and developing people.
- Skills in managing poor performance.
- The ability to deal with conflict as an initiator, responder or mediator.

*"A large amount
of very interesting,
well-structured
information."*

2009 feedback

Venue

Executive Education Unit

The University of Adelaide
7th Floor
10 Pulteney Street
Adelaide

Date

Wed 25 - Thurs 26 Aug, 2010

Time

9am - 5pm
(Light lunches provided)

Cost

\$1,250 per person GST-free
(Group and Earlybird discounts available)

Customisation

This program can be tailored to meet the needs of your organisation.
Phone Andrew Stevens
on (08) 8313 5703

Contact

p: (08) 8313 1017

f: (08) 8313 6140

katernyna.katsman@adelaide.edu.au

www.adelaide.edu.au/professions/execed

Stimulating, interactive learning

This program will provide you with a stimulating, hands-on learning experience, imparting valuable skills and knowledge with immediate application.

The presenter will employ a highly interactive teaching style designed to involve each participant and reinforce key concepts. Sessions may include lectures, diagnostic and self-assessment questionnaires, class exercises, team-based activities and discussions of genuine case studies.

The learning environment will be supportive at all times and you will be given ample opportunity to contribute your own ideas and experience.

Who should attend?

This program is designed for all individuals requiring an understanding of the principles of effective management and leadership. It is particularly suitable for Managers, Team Leaders and professionals who are, or may become, responsible for overseeing work done by others in the pursuit of organisational objectives.

The program will appeal equally to the private, public and not-for-profit sectors.

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Group discounts

The fee for one or two participants is \$1,250 per person. For bookings of three, however, a discounted total fee of \$3,188 is offered – a reduction of 15% per person. And for five, a total fee of \$5,000 is offered – a reduction of 20% per person.

Earlybird discount

For registrations **with payment** received no later than 28 days prior to commencement of the program, a discount of 10% applies as per the following table:

	1 person	3 people	5 people
Earlybird Fee	\$1,125	\$2,869	\$4,500
Earlybird Saving	\$125	\$319	\$500
Standard Group Fee	\$1,250	\$3,188	\$5,000

Please note that this program is GST-free.

For more information on this or any other MDP Short Course, call *Kateryna Katsman* on (08) 8313 1017 or e-mail kateryna.katsman@adelaide.edu.au

Cancellations and deferrals

If written notification of cancellation or deferral is received no less than three weeks prior to the program start date, the full fee will be refunded. If notification is received between four days and three weeks prior to the program start date, a 25% fee will apply. If notification is received less than four working days prior to the program start date, the full fee will be forfeited.

If the intended participant is unable to attend, a suitable substitute will be accepted right up to the morning of the program with no financial penalty.

Accommodation (optional)

While this program is non-residential, there are a number of hotels within walking distance should you require accommodation.

The presenter

Lois Whittall
BA Hons (Liverpool),
MBA (Adel), FCMA



Lois has a background in Organisational Development, Finance and Human Resource Management. She has worked in a variety of public and private sector senior management and consulting roles in the UK, Australia and South East Asia.

Lois teaches Fundamentals of Leadership, Human Resource Management, the Management of Change and Managerial Leadership in the Business School's MBA in Adelaide, Singapore and Hong Kong, and has designed and delivered Leadership Development programs for a number of global companies.

She is currently undertaking doctoral studies in the area of Organisational Development and Human Resource Management.

"Lois was a very good facilitator - friendly, clear and she engaged every individual."

2009 feedback

Registration Form and Tax Invoice Upon completion of this form, including the relevant payment, this form will become a Tax Invoice. ABN 61 249 878 937

Leading and Managing People: Wed 25 - Thurs 26 August, 2010

YES I/we would like to strengthen the effectiveness of my/our leadership skills.

Please accept the following registration(s) at this MDP:

Number of people attending: Amount payable (GST-free): \$

Name:
title first name last name

Position:

Organisation:

Postal Address:

Postcode:

Phone: Fax:

E-mail:

My organisation is: Government Non-Government

Method of payment

Cheque (please make payable to The University of Adelaide) and forward with a copy of THIS registration form to Kateryna Katsman at the address below.

Debit my: Mastercard Visa Amex

Card No.:

Cardholder's Name:

Signature: Expiry date:

I would prefer not to receive promotional material regarding future programs offered by the Executive Education Unit.

Now mail or fax to:

Kateryna Katsman
Executive Education Unit
The University of Adelaide, SA 5005.
Fax: (08) 8313 6140.