

New and Emerging Manager Series

Overview

Give your team leadership a power boost with an intensive and practical development program. This is a 4-part series for people coming to grips with leading a team and managing others for the first time. It is a highly popular series has been fully subscribed each intake.

Session 1: Leading and Developing an Effective Team

The aim of team leadership is to assist members of the team to achieve their personal best and to work together to deliver on the goals of the organisation. To do this, the new manager needs to get a grip on their own role, understand how their team will work best and be clear where they are going with their team.

Session 2: Providing Performance Feedback

People need feedback on their work and both managers and staff need comfortable ways to give and receive performance feedback. This workshop is a day of skill development so new managers can confidently tackle feedback with staff who are performing well, as well as those who need to improve.

Session 3: Coping with Change

Coping with the ambiguity and uncertainty of change is imperative for new managers who also need to help their team members to work through the changes. This one-day workshop provides a range of strategies, techniques and tools that will be helpful for you to keep in mind and adapt to whatever changing circumstances you face.

Session 4: Managing Workloads

Particular emphasis in this one-day workshop is on setting and meeting priorities, allocating work effectively and using a range of skills to resolve problems and make sound decisions whilst juggling work and life balance.

For further information on each session, please refer to the individual course outlines online.

Competency Level:

First Line Manager Common (ASO4-ASO6) + Middle Manager Core (ASO5-ASO6)

Facilitator:

Centre for People Development

Duration:

4 full days

Dates:

Intake 1 commencing August 16
Intake 2 commencing September 26
Intake 3 (intensive) commencing October 16

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive workbook, morning tea, afternoon tea, lunch and refreshments.

Cost:

Professional Member: \$1,564
State Gov. Member: \$1,683
Corporate Member: \$1,717
Non-Member: \$1,955

Group Booking discounts apply.

You can register for the entire series (4 sessions) and receive a 15% discount or register for individual sessions that meet your needs.

In Agency Information:

IPAA can deliver this program to your agency and tailor the course to meet your specific needs. For further information, please contact **Chantelle Dixon** on **08 8212 7555** or **chantelled@sa.ipaa.org.au**

“The presenters tailored the day based on what we wanted to learn. Two presenters were absolutely fantastic - they engaged the group and had great rapport.”