

New and Emerging Manager Series

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 highly popular series has been fully subscribed each intake. As well as expert input and resource manuals for future reference, here is an opportunity to work with colleagues across the public sector, whom are all tackling the same BIG challenges:

1. Leading and Developing an Effective Team
2. Providing Performance Feedback
3. Coping with Change
4. Managing Workloads

Overview 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. This one-day workshop is packed full of the practical information, tips and tools for new managers. We explore what is expected, how to make the transition from team member to team leader and how to get your team working at its best.

Overview 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 means building and maintaining a trusting relationship and using techniques to ensure that feedback is a "value add". 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.

Overview Session 3: [Coping with Change](#)

Because change comes in countless different forms, every situation is unique. One thing is certain, change is "normal" in today's workplace. 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.

Overview Session 4: [Managing Workloads](#)

When a teams' workload is unbalanced, frustration, dissatisfaction, stress and team conflicts can result, as well as reduced efficiency. To prevent these issues, new managers need the "know how" and techniques for monitoring their own workload and that of team members, including assessing the situation thoroughly and involving the team in helping to determine the best adjustments. 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.

Further information on each session; please refer to the individual session outlines.

	Feb Intake	April Intake
Leading & Developing an Effective Team	14 Feb	07 April
Providing Performance Feedback	07 March	05 May
Coping with Change	28 March	19 May
Managing Workloads	11 April	02 June

You can register for the entire series and receive a 15% discount.

Theme	Strategic and Technical Leadership	
Competency Framework Level	First Line Manager Common (ASO4–ASO5) Middle Manager Core (ASO5–ASO6)	
Duration	4 Days	
Inclusions	Comprehensive workbook, Morning Tea, Afternoon Tea, Lunch & Refreshments	
Facilitator	The Centre for People Development	
Location	Level 6, 12 Pirie Street, Adelaide	
Price Per Series (4 sessions)	Professional Member	\$1,564
	State Government Employee	\$1,683
	Corporate Member	\$1,717
	Non-member	\$1,955