



# TRAINING CALENDAR FEBRUARY - JUNE 2012

## VENUES

Monash Conference Centre  
Level 7, 30 Collins Street  
Melbourne

Telephone: 03 9903 8000

Crowne Plaza Melbourne  
1-5 Spencer Street, Melbourne  
Telephone: 03 9648 2724

Both venues provide excellent training room facilities and catering. They are easily accessible by public transport or by car.

Crowne Plaza Melbourne offers accommodation at government rates to participants. Please contact the relevant venue on the number above and mention your attendance to our CLM workshop.

## CONTACT

Centre for Leadership and Management

Suite 336, 1 Queens Road  
Melbourne Victoria 3004

T 03 9863 7280

F 03 9863 7281

E [office@centrelm.com.au](mailto:office@centrelm.com.au)

[www.centrelm.com.au](http://www.centrelm.com.au)

PAGE	DATE	NATIONALLY RECOGNISED QUALIFICATION	DESCRIPTION & FACILITATOR	VENUE	PRICE
8	<b>PROGRAM 1</b> 29 & 30 MARCH + 26 & 27 APRIL	<b>CERTIFICATE IV IN PROJECT MANAGEMENT</b>	An intensive, four day accredited training program for managers, project and team leaders with responsibility for projects in policy development, change management, service review and delivery, systems implementation, consultancy and other organisational and strategic areas. <b>GREG COOK</b>	<b>PROGRAM 1</b> CROWNE PLAZA	\$1980
	<b>PROGRAM 2</b> 4 & 5 JUNE + 19 & 20 JUNE			<b>PROGRAM 2</b> MONASH CONF. CENTRE	



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10	23 MARCH	<b>NEW DEVELOPING RESILIENCE</b>	Resilience can be helped or hindered by our workplace, how we manage our teams and how we manage ourselves. But resilience can be learnt and we can all develop greater skills, habits and ways of thinking that can increase our resilience. This workshop provide practical frameworks and skills for developing greater workplace resilience in teams and individuals <b>GREG COOK</b>	CROWNE PLAZA	\$539
12	26 & 27 MARCH	<b>MANAGEMENT FUNDAMENTALS</b>	A practical two day professional development program for managers that describes frameworks and key changes in public sector management and leadership, approaches to team planning, coaching and team development – and including participant's personal MBTI profiling. <b>SHARON KNEALE</b>	CROWNE PLAZA	\$913
14	17 APRIL	<b>EMOTIONAL INTELLIGENCE &amp; LEADERSHIP (MAX 16)</b>	Today's leaders need to demonstrate high levels of self-awareness and to motivate and develop the capabilities of their staff. This workshop will define the emotional intelligence skills that underpin high impact leadership – including participant's personal Genos EI profiling. <b>CHRISTINA KATOPIIS</b>	MONASH CONF. CENTRE	\$645
16	23 APRIL	<b>NEW WORKING IN COMPLEX ORGANISATIONS:</b> Project and Matrix Teams, Corporate Services and Consultancy	Complex organisations require more sophisticated planning, role definition, work and communication arrangements and staff with highly developed skills. This workshop will describe and analyse these organisational and team arrangements – identifying the key roles, skills, strategies and tools for effective work. <b>GREG COOK &amp; SANDRA CHRISTIE</b>	MONASH CONF. CENTRE	\$539
18	7 MAY	<b>INTRODUCTION TO PROJECT MANAGEMENT</b>	A practical workshop providing, hands-on approaches, tools, processes and checklists designed to assist participants with the manageable, timely and successful completion of workplace projects. <b>JACKIE MODEN</b>	MONASH CONF. CENTRE	\$539
20	17 MAY	<b>MANAGING UP FOR EA'S &amp; PA'S</b>	A developmental program for PAs, Executive Assistants and administrative staff to assist them in developing strong, effective and influential relationships with their manager and other key stakeholders. <b>SHARON KNEALE</b>	MONASH CONF. CENTRE	\$539
22	21 MAY	<b>MANAGING VERY DIFFICULT WORKPLACE BEHAVIOUR</b>	Managing very difficult workplace behaviour is perhaps the most demanding leadership task that any of us face – especially when feedback and the usual HR systems don't seem to work. This practical workshop presents frameworks and techniques for managing very difficult staff and colleague behaviour; and for building management and personal support. <b>GREG COOK</b>	CROWNE PLAZA	\$539

