



MANAGEMENT FUNDAMENTALS

A TWO DAY PROFESSIONAL DEVELOPMENT PROGRAM OFFERING REFLECTIVE PRACTICE FOR NEW AND MORE EXPERIENCED MANAGERS 26 & 27 MARCH 2012

VENUE
Crowne Plaza Melbourne
1 - 5 Spencer Street,
Melbourne

MANY MANAGERS HAVE BEEN PROMOTED BECAUSE OF THEIR TECHNICAL COMPETENCE – BUT NEED TO LEARN A NEW SET OF SKILLS FOR MANAGEMENT OF THEIR SERVICE AND LEADERSHIP OF THEIR STAFF. DEVELOPING THESE SKILLS AND A NEW WORK ‘IDENTITY’ IS ONE OF THE GREATEST CHALLENGES IN BECOMING A MANAGER.

This practical workshop describes management and leadership frameworks for the public sector and strategies for team planning, coaching and team development. The program offers opportunity for application of these methods and tools. The program also includes participant’s personal MBTI profiling to assist in the development of a capacity for self reflection as a manager.

AIM OF THE WORKSHOP

The program will:

1. Describe and discuss the challenges of the modern public sector and how to manage change
2. Present and discuss principles and a framework for leadership and management and apply this to participants’ workplaces
3. Develop and apply skills in:
 - Team planning and management
 - Staff performance coaching
 - Team leadership
4. Identify, analyse and develop participant’s personal management styles, strengths and areas for skill development using the MBTI – Myers-Briggs Type Inventory

DATE & TIME

Monday 26 & Tuesday
27 March 2012
9.00am - 4.00pm

COST

\$913.00 (including GST of \$83.00) includes materials, MBTI profiling, lunch and parking

CLOSING DATE FOR REGISTRATIONS
Monday 12 March

ARRIVAL BOTH DAYS
8.45 am
Arrival - tea & coffee
9.00 am
Welcome & Introduction

WHO SHOULD ATTEND

The program is designed for existing and / or recently appointed managers, team leaders, co-ordinators, supervisors, business unit managers that are keen to develop their staff and unit management skills. The development program is highly practical and experiential.

FACILITATOR SHARON KNEALE

SENIOR ASSOCIATE,
CENTRE FOR LEADERSHIP
AND MANAGEMENT

Sharon Kneale has extensive Learning and Development and Organisation Development experience in both the private and public sector.

Areas of expertise include leadership, coaching, effective communication skills and influencing skills. Her approach to facilitation is highly interactive, consultative with a strong focus on translation into practical workplace actions.



DAY ONE

MANAGING IN THE CHANGING PUBLIC SECTOR

- Public sector context and external changes and the impact on informal ‘work life’ and culture
- Change and transition in organisations
- Role of middle management and the personal transition to ‘manager’

LEADERSHIP AND MANAGEMENT

- CLM Management and Leadership Framework
 - Situation, ‘business’ tasks and people – understanding ‘what’s going on’
 - Management roles and tasks
- Participant review
- Implications for participants and participant work roles

LUNCH

LEADERSHIP, COMMUNICATION AND PARTICIPATION IN TEAMS

- Leadership Styles – MBTI administration
- Leading and empowering teams – individual differences in preferred work style
- Participant application and assessment

DAY TWO

TEAM PLANNING AND MANAGEMENT

- Integrated planning
 - Hierarchy of plans
 - Making planning work
 - Definitions and terms
- Planning processes and cultures
- Planning processes, cultures and plans in participant teams

STAFF PERFORMANCE COACHING

- Performance management
- Principles of staff supervision
- Feedback, coaching and ‘adult-to-adult’ conversations

LUNCH

FACILITATING HIGH FUNCTIONING TEAMS

- Team participation and commitment
- High performance teams
- Tasks, roles and processes within teams
- Team development and the role of the team leader

LEARNING IN ACTION

- Participant application – workplace-based projects

CONCLUSION

4.00 pm Conclusion of Workshop