VTA Business Master Class series

Building an effective team

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There is a wealth of resource material available for team leaders but where does a team member learn how to do their job more effectively? It is not just about attending meetings. We need a process to ensure that we leverage the skills and experience of every team member.

The fourth in the series of four Master Classes, this half day strategy planning workshop is designed to help you understand and establish sound skills to build your own effective team.

Delivered by experienced Mindshop facilitator Barry Jenner, the ***Building an Effective Team*** workshop will provide you with the tools and processes needed to ensure that your participation as either a team leader or team member will be effective

What the workshop will cover

- Improve business through teamwork
- Understand the key elements of successful teams
- Build your team
- Run a successful team
- Prepare a one page team building plan

Workshop outcomes

- You will leave with the skills and knowledge to run a successful team.
- You will leave the workshop having pulled together key strategies and actions into a one page Team Building plan.
- You will receive a workbook, as well as telephone and online support for six weeks following the workshop.

Date:	Thursday 15 June 2017
Time:	10am to 4pm
Venue:	VTA offices - 50 Wirraway Drive, Fishermans Bend
Cost:	$990 (including GST) for up to three representatives from the same company
Materials:	each participant will receive a workbook as well as telephone and online support for six weeks.

About the presenter

Barry Jenner is an Accredited Mindshop Facilitator Plus, Fellow Member of the Institute of Chartered Accountants Australia New Zealand and holds a Graduate Diploma in Business (Accounting). He is an experienced management consultant and facilitator with the reputation for being able to get things done. He specialises in profit improvement for small to large organisations. Barry has made business improvement presentations to the Australian Freight Congress, CBFCA, Monash University and on Change Management at Zurich Road Safety Forums. He authored “Thought Leadership:Funding Road Safety Improvements: for the National Road Safety Partnership Program.

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Registration Form

Company details			
Company:			
Contact person:	Title:		
Address:	State:	Postcode:	
Phone:	Mobile:	Fax:	
Email:			

Participant details			
Name:	Title:	Mobile:	Email:

Course	Course date	Participant name	Member price	Total
Building an effective team			$990	
Building an effective team			FREE	
Building an effective team			FREE	
All prices are inclusive of GST.			Total cost:	$990

Payment details	
I enclose payment by cheque/money order payable to the Victorian Transport Association ☐	
I will make payment via EFT using my company name and/or course date as the reference ☐	
I will make payment via credit card ☐ ☐ MasterCard ☐ Visa	
Name on card:	
Signature of cardholder:	
Expiry date:	

All EFT payments should be directed to the following account using your company name and/or course date as the reference:

Account name: Victorian Transport Association
BSB: 083 155
Account number: 544360493
Banking institution: NAB

A tax invoice will be issued upon receipt of payment.

Return by fax to: 03 9645 3598 email: reception@vta.com.au post: PO Box 5, South Melbourne 3205

Payment must be made for all participants prior to course commencement. Refunds are not applicable when cancellation of booking occurs within 24 hours of course commencement. Cancellations made more than 24 hours prior to course commencement will receive a full refund or be placed into the next available course.

Privacy Statement: We collect personal information about our course participants in order to manage and maintain their enrolment. Information is typically released to third parties (including but not limited to MSA Consulting) in order for evidence of completion or participation to be issued by these parties. The VTA, VWMA and VTA Academy ensure that only relevant personal information is released to authorised third parties for the purpose stated.