

MASTER CLASS REGISTRATION

COACHING AND DEVELOPING PEOPLE

COMPANY NAME: _____

BILLING ADDRESS: _____

_____ **POSTCODE:** _____

CONTACT PERSON: _____ **Phone:** _____

EMAIL: _____ **Date:** _____

DURATION OF COURSE: **4 hours – 10:00am to 2.00pm**

LOCATION: Mirrat House, Level 1, 46 Kooringa Way, Port Melbourne

COST OF COURSE: VWMA/VTA members **\$360** (incl. GST) VTA Member No _____

Non-Members* **\$390** (incl. GST)

**Would you like further information about becoming a member of the VTA? YES / NO*

Full Name of Person(s) attending	Course Date(s)	Fee \$

TOTAL PAYMENT AMOUNT: \$.....

Credit Card Payment Details (Cross "x" card type box)

MasterCard Visa

CREDIT CARD NUMBER: _____ **CARD EXPIRY:** ____ / ____

CARD HOLDER NAME: _____ **CARD HOLDER SIGNATURE:** _____

Cheques (Payable to the 'Victorian Transport Association Inc.')

A Tax Invoice will be forwarded on receipt of payment

Email completed registration form to: reception@vta.com.au

CONDITIONS OF COURSE ATTENDANCE:

1. All fees must be paid prior to course attendance or certificates cannot be issued.
2. Substitutes may be accepted if notified prior to the course date.
3. Confirmation of booking is upon receipt of payment. Course is restricted to 30 participants.

REFUND POLICY

- If the VTA cancels a course, we will refund you 100%, or transfer you into another course of same value.
- If you cancel your booking for a course 5 working days before the start of the course, we will refund you 80% of the course fees.
- **Less than 5 working days- no refund will be given.**
- In the event of illness or personal crisis, you may transfer into another date provided you phone the VTA prior to the course and complete and return the course withdrawal / transfer form. Nonattendance will forfeit fees.
- Courses offered are not intended to be an exhaustive training program that covers every formal or legal aspect found under Commonwealth/State Laws, Regulations, Ordinances, By Laws etc.
- The VTA reserves the right to withdraw, cancel or reschedule any Course/Seminar/Workshop offered if deemed necessary due to any circumstance that may arise.

A copy of the VTA [Privacy Policy](http://vta.com.au/privacy-policy/) is available at <http://vta.com.au/privacy-policy/>

Office Use Only COPY: Inv No. Pymt: Rcpt Pymt Email:

Master Class – Coaching and Developing People

- Dates:** Thursday 21st of May 2020.
Time: 10:00am – 2:00pm *a light lunch will be provided*
Venue VTA Offices – Level 1, Mirrat House, 46 Koorringa Way (Webb Dock) Port Melbourne
Cost: Members - \$360 (including GST) per person/Non-Members - \$390 (including GST)
Materials: Each participant will receive a copy of the presentation

Coaching and Developing People

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.

This half day strategy workshop is designed to help you understand and establish sound skills to build your own effective team via coaching and developing people.

Delivered by experienced Mindshop facilitator Barry Jenner, the ***Coaching and Developing People*** 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

- Coaching and developing your team
- Agility and change
- Focus and life purpose
- Personal Strategic SWOT
- Training needs analysis
- Time Management
- Affirmations
- Stress Management
- Powerful Questioning
- Four Step problem solving process

Workshop outcomes

- You will leave with the skills and knowledge to run a successful team.
- You will leave the workshop having learned the four step problem solving process to address how you will be an effective coach for the year ahead.
- You will receive handouts, as well as telephone and online support for six weeks following the workshop.

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. He has a reputation for being able to change and improve the way organisations do business.