

# MASTER CLASS REGISTRATION

## BUSINESS PLANNING YOU CAN IMPLEMENT

**COMPANY NAME:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DURATION OF COURSE:** **6 hours – 10:00am to 4.00pm**

**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](mailto: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/>

**Victorian Transport Association Inc, PO Box 5 South Melbourne VIC 3205**  
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### **Master Class – Business Planning You Can Implement**

- Dates:** Wednesday the 14<sup>th</sup> of August 2019.
- Time:** 10:00am – 4:00pm *a light lunch will be provided*
- Venue** VTA Offices – Level 1, Mirrat House, 46 Kooringa 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

### **Business Planning You Can Implement**

A strategic plan should be a living and breathing document. Constantly evolving with changes to the business environment and adapting as strategies and actions are implemented.

This one-day strategy creation workshop is designed to help you create and implement a one-page strategic plan for your business, and is one in our series of four workshops designed to help you build your business.

Delivered by experienced Mindshop facilitator Barry Jenner, the Business planning you can implement workshop will take you through the development process, plan creation (refinement of an existing plan) and implementation.

The workshop is a valuable first step as you seek to evolve the way you drive strategy in your business to achieve growth and profit and develop yourself and your key people.

### **What the workshop will cover**

- You will be taken through a series of simple and powerful business tools to help you be clear on your vision and competitive advantage
- You will work with the workshop advisor or colleagues to develop the 'draft' plan
- You will receive ongoing support through your workshop advisor as new strategies/actions arise.
- You will learn problem solving tools including Change Process, Now-Where-How Process, Mind Mapping, Locus of Control, Pareto Analysis and Force Field.
- You will focus on key issues/strategies and finish with a draft one-page plan, so that implementation of your initial strategic plan can begin.

### **Workshop outcomes**

- You will leave with a draft one-page strategic plan.
- 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.