

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](mailto:reception@vta.com.au)**

**CONDITIONS OF COURSE ATTENDANCE:**

- All fees must be paid prior to course attendance or certificates cannot be issued.
- Substitutes may be accepted if notified prior to the course date.
- 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**

Tel: 03 9646 8590 ABN: 95 922 065 177 Revision – October 2018

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### Master Class – Leadership Skills

<b><u>Dates:</u></b>	Thursday 11 <sup>th</sup> of June 2020
<b><u>Time:</u></b>	10:00am – 2:00pm <i>a light lunch will be provided</i>
<b><u>Venue</u></b>	VTA Offices – Level 1, Mirrat House, 46 Kooronga Way (Webb Dock) Port Melbourne
<b><u>Cost:</u></b>	Members - \$360 (including GST) per person/Non-Members - \$390 (including GST)
<b><u>Materials:</u></b>	Each participant will receive a copy of the presentation

### **Leadership Skills**

The world in which we live is constantly changing. Organisations are challenged with conditions that change at breakneck speed. To succeed in this volatile business environment, leaders frequently undertake strategic initiatives. Unfortunately, too often these initiatives are poorly charted and inadequately executed. The role of a leader in a business is to establish a clear direction and create an environment that empowers the team to achieve the desired goals. This workshop will step you through the skills that are needed to be a successful leader in this challenging environment.

The third in the series of four Master Classes, this strategy planning workshop Leadership Skills is a unique program that allows you to develop your own leadership plan.

Delivered by experienced Mindshop facilitator Barry Jenner, the Leadership Skills workshop provides practical skills to enable you to become a more effective leader.

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

- Identify the difference between managing and leading
- Understand the fundamentals of leadership
- Develop some of the key attributes of a leader
- Understand the leadership tools and processes
- Develop leadership rewards and recognition
- Prepare a One Page Leadership plan
- Implement the plan

### **Workshop outcomes**

- You will leave with the skills and knowledge to enable you to select a leadership role, develop your own specific objectives and develop a one-page plan to assist you to move from where you are now to where you want to be in the future.
- You will leave the workshop having pulled together key strategies and actions into a one-page Leadership Skills Plan
- You will receive worksheets, 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.