

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

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

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

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

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

**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 | Fee \$      |
|----------------------------------|-------------|
|                                  |             |
|                                  |             |
| Course selected                  | Please tick |
| Problem Solving skills           |             |
| Strategic Planning               |             |
| Leadership Development           |             |
| Change Success                   |             |
| Growth Strategy                  |             |
| Coaching / Developing People     |             |
| Profit Improvement               |             |
| Time Management                  |             |

**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.

**REFUND POLICY**

- 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.
- **After provision of course materials - no refund will be given.**
- 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.

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

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

## VTA Remote Learning Courses

The VTA in conjunction with Mindshop are proud to provide the following management training courses, delivered by remote learning.

### ABOUT MINDSHOP

Founded in 1994 in Melbourne, Australia by Dr Chris Mason, Mindshop has grown to become one of the world's leading providers of support solutions to business advisors and leaders. Mindshop's goal is to simplify the complex in business and assist people achieve success. Mindshop assists all ages and professions, from students exploring future career paths via the charitable trust, Mindshop Excellence, through to professionals and business people.

In the years prior to establishing Mindshop, Chris was a successful independent advisor in the Australian market, working with organisations such as Nissan, Bosch, Amcor, Pilkington and Hella. Over time, other independent advisors approached Chris to work together as a virtual consulting team, learning the business tools and processes he had developed and was using with such success.

Today, Mindshop supports over 1,000 advisors and business leaders globally and growing strongly, with Chris taking the role of chairman of the company and his son, James has been managing director since 2001. VTA member Barry Jenner has been part of the Mindshop community since 1995.

For more information please go to the Mindshop web site. [www.mindshop.com](http://www.mindshop.com)

These self-paced courses have short videos and work sheets in fast learning modules. Depending on the course the recommended time investment is one and a half to two hours per week over one month. If required a course may be extended to a maximum of two months.

## Problem Solving skills

Learn a series of tools and methodologies to help implement a common approach to problem solving in an organisation. Discover how to make more robust decisions, rank the priority of key issues and a powerful sequence of tools to take a strategy into action.

Modules:

- Problem Solving Skills Course Overview
- Magic Wand
- 5 Whys
- Decision Matrix
- Issue Ranking
- Mindmapping
- Pareto
- Force Field Analysis
- One Page Plan
- Key Performance Indicators
- Plan Do Check Act
- Problem Solving Skills Course Exam

## Strategic Planning

The Strategic Planning course is a fantastic way to learn the steps required to deliver a strategic planning session internally or with a customer.

Modules:

- Strategic Planning Course Overview
- Mindshop Process
- Now Where How
- Vision Mapping
- Strategic Planning Model
- Sustainable Competitive Advantage
- Strategic SWOT
- Mindmapping
- Pareto
- Force Field Analysis
- One Page Plan
- Strategic Planning Course Exam

## Leadership Development

Learn how to be an effective leader regardless of your role or seniority in a business. Anybody can read up on the 'theories' regarding leadership this solution focuses on implementation of leadership principles and HOW to be an effective leader in a volatile and unpredictable market-place.

Modules:

- Leadership Development Course Overview
- Managing Versus Leading
- Core Values
- Leadership Style
- Culture
- Locus of Control
- Motivation
- Intuition
- Role Model
- Change Success Model
- Delegation
- Performance Feedback
- Rewards and Recognition
- One Page Plan
- Leadership Development Course Exam

## Change Success

Welcome to the Change Success course which focuses in on the research by Mindshop founder, Dr Chris Mason with regard to the factors you need to influence to boost your probability of change success with regard to a specific change initiative.

Modules:

- Change Management History
- Change Factors
- Change Drivers
- Change History
- Leadership Style - Change
- Change Theories
- Mindshop Research
- Change Success Model
- Change Readiness

- Change Capability
- Change Beliefs
- Implementing Change
- Barriers to Change
- Next Steps
- Change Success Course Exam

## Growth Strategy

Learn the fundamentals of how to accelerate growth in a business.

Modules:

- Growth Strategy Course Overview
- Marketing Audit
- Diffusion of Innovation
- Consumer Decision Making
- Market Segmentation
- Customer Survey
- Competitor Analysis
- Product Benefits Analysis
- Product Strategy
- Pricing Strategy
- Growth Strategy
- One Page Plan
- Growth Strategy Course Exam

## Coaching / Developing People

Learn how to coach people effectively to ensure they achieve their full potential. Discover how to adapt your coaching approach to different people and instil the key tools and methodologies to assist them achieve their goals.

Modules:

- Coaching and Developing People Course Overview
- Coaching Skills
- Change Success Model - Compact Version
- Life Purpose
- Personal Strategic SWOT
- Training Needs Analysis (TNA)
- Time Management
- Barriers
- Affirmations
- Stress Management
- Powerful Questioning
- 4 step problem solving process
- Coaching and Developing Your People Course Exam

## Profit Improvement

Learn how to improve the profitability of any business by removing up to 30% of the inefficiencies (waste) that occurs every day.

Modules:

- Profit Improvement Course Overview
- Business Improvement Process stages
- Profit Formula
- Seven Wastes
- One Page Plan
- Profit Improvement Course Exam

## Time Management

If you speak to people either socially or in business and ask 'How are you?' the typical response from 95% of people is 'really busy!'. Time Management (or another way to look at it as priority management) is a big issue for everyone. No matter whom you are, your social position, your personal wealth or your qualifications, you get issued with only 24 hours every day or 168 hours per week. No one gets any more. Some people however use their hours more effectively than others, how come they are more successful at managing their time?

Modules:

- Introduction and Goal Setting
- Now Where How for Time
- Time Waste Audit
- Coveys Time Management Matrix
- Must Should Could
- Managing Priorities – RAFT Model
- Delegation
- Top 3 Actions for Time Management Course
- Time Management Exam

### **About the Facilitator:**

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 is an experienced business strategy facilitator and mentor providing realistic and innovative processes for business success.