



**Exclusive to Members of FICA & FIEA – in association with Innovatek**

*For more info call 07 921 1382 or 027 275 8011 or fax 07 921 1381*

**- PRACTICAL LEADERSHIP WORKSHOP – STAGE 1 –  
2011 REGISTRATION FORM**

**Friday 25<sup>th</sup> November 2011 @ Rosebank Lodge, Balclutha**

<b>Venue:</b>	Rosebank Lodge, 265 Clyde Street, Balclutha
<b>Time:</b>	8:00am to 4.30pm on Friday 25 November 2011
<b>Cost per person:</b>	\$360 + gst per person (FICA & FIEA members only); \$280 + gst per person for 2 or more delegates from one company
<b>Workshop led by:</b>	Pam Cronin, Bridge Associates
<b>Timetable</b>	<b>Session</b>
8.00 – 10.00 am	<ul style="list-style-type: none"> <li>• Making the Transition from being “one of the team” to Team Leader</li> <li>• Four Cornerstones of Management – What the job of “Manager” is all about</li> <li>• Leadership vs. Management – understanding the key differences and exploring what you do best</li> </ul>
10.00 am	<b>MORNING TEA</b>
10.15 – 12.30 pm	<ul style="list-style-type: none"> <li>• What it takes to become a successful leader (according to the ‘gurus’)</li> <li>• Principle – Centered Leadership – understanding trust and empowerment</li> <li>• Being first among equals – leading a team who is as experienced as you</li> <li>• Situational Leadership – four ways to lead people to get the best result</li> </ul>
12.30 pm	<b>LUNCH</b>
1.15 – 3.00 pm	<ul style="list-style-type: none"> <li>• The Art of Delegation – understanding responsibility and accountability</li> <li>• “Letting go” of things that others can do</li> <li>• Understanding the risks of un-managed, or mis-managed performance</li> <li>• Methods of feedback that help people to ‘lift their game’</li> </ul>
3.00 pm	<b>AFTERNOON TEA</b>
3.15 – 4.30 pm	<ul style="list-style-type: none"> <li>• Knowing how to handle it when you need to get tough on poor performance or attitude</li> <li>• 3-point plans for correcting poor performance</li> <li>• Disciplinary Action – procedures and policies</li> <li>• Reflecting on the day – evaluation and close</li> </ul>





**Registration Form**  
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**Rotorua Office, PO Box 6160, Rotorua**  
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Yes ... PLEASE REGISTER US FOR:

**2011 PRACTICAL LEADERSHIP WORKSHOP**

**Friday 25<sup>th</sup> November 2011 @ Rosebank Lodge, Balclutha**

**PLEASE REGISTER THE FOLLOWING DELEGATES:**

<i>Name:</i>	<i>Position:</i>
<i>Name:</i>	<i>Position</i>
<i>Name:</i>	<i>Position</i>
<i>Name:</i>	<i>Position</i>
<i>Company:</i>	
<i>Tel:</i>	<i>Fax:</i>
<i>Email:</i>	

**Payment Details:**

- \$360+GST per person = \$414 per person (incl GST) or
- \$280+GST per person = \$322 each for 2 or more from one company (incl GST)

Please tick a box to indicate method of payment

Cheque enclosed (Please make cheque out to FICA/FIEA)

Credit card (circle one ... Visa / Mastercard / American Express)

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

+ 3 digit number on back of card \_\_\_\_\_

Cardholders Name \_\_\_\_\_ Amount \_\_\_\_\_

**Please fax your completed form to 07 921 1381**

