

OPEN-TO-ALL PROGRAMMES 2012

FIRE UP YOUR PEOPLE AND FRESHEN UP THEIR THINKING.
JOIN US FOR GREAT LEARNING THAT SPARKS
ACTION. **THE RESULT?** NEW CONVERSATIONS
THAT CREATE NEW WAYS OF
WORKING AND **NEW FUTURES.**



**KICK START -
BECOMING
A MANAGER**



**HOW
GOVERNMENT
WORKS**



**TEA AND
TOAST**



**LEADERSHIP
CAFE**

The Training Practice
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Great learning sparks
action. And that action
creates a new future.
Creating that future is
our business.

PUBLIC PROGRAMME

KICK START – BECOMING A MANAGER



WHO SHOULD ATTEND?

Anyone who is new to management or about to become a manager. Kick Start will increase your confidence, competence and capability and focus on your management challenges. It's overwhelmingly practical and based in the real world, not a textbook.

WHAT COMPETENCIES WILL THEY DEVELOP?

Kick Start will develop managers to:

- identify different dimensions of management
- recognise their management strengths, style and values
- build on their management style
- increase their personal effectiveness
- manage themselves
- set clear goals
- engage staff
- build strong teams
- performance manage staff
- coach staff and give feedback
- manage change.

HOW WILL IT BE FACILITATED?

The programme has three parts:

1. Pre-work
2. Two-day interactive programme with practical activities, practice sessions, discussions and time for reflection
3. Follow-up coaching session and action plan

Dates: 17th and 18th May
13th and 14th September

Time: 9am – 4.45pm each day

Venue: NZICA, Level 7, Tower Building,
50 Customhouse Quay, Wellington
www.nzica.com

Cost: \$1,050.00 plus GST per person

Email pip@trainingpractice.co.nz, or
call 04 472 6225 to book a place or
for more details.

Also see our website
www.trainingpractice.co.nz

Facilitator: Marie Kiely

WHAT'S THE NEXT STEP?

- The Bridge – From Manager to Leader (in-house programme)
- On-going coaching





PUBLIC PROGRAMME

HOW GOVERNMENT WORKS

WHO SHOULD ATTEND?

Anyone who works either in the sector, or alongside the sector, and wants to get up to speed with how things really work and what's happening at the moment.

WHAT COMPETENCIES WILL THEY DEVELOP?

How Government Works will develop people to:

- understand the role, responsibilities and accountabilities of staff, Chief Executives and Boards in the State sector
- understand how the State sector is structured: Public Service, Crown Entities, State-Owned Enterprises, central agencies and others
- understand the NZ system of government including the role of Ministers and Parliament
- understand how the public sector plans and how decisions are made
- act in accordance with principles including free and frank advice, political neutrality, serving the government of the day, probity, all of government and the public interest
- understand key legislation, including the Official Information Act
- act ethically in line with the State Services Standards of Integrity and Conduct.

HOW WILL IT BE FACILITATED?

The programme is interactive and up to date. Learning methods include case studies, exercises, role plays, discussion and lots of questions and answers.

Dates: 23rd March
2nd November

Time: 9am – 4.45pm each day

Venue: NZICA, Level 7, Tower Building,
50 Customhouse Quay, Wellington
www.nzica.com

Cost: \$625.00 plus GST per person

Email pip@trainingpractice.co.nz, or
call 04 472 6225 to book a place or
for more details.

Also see our website
www.trainingpractice.co.nz

Facilitator: Hilary Bryan

TEA AND TOAST

Fire up your morning and freshen up your thinking with Tea and Toast. It's a chance to share our up-to-date research and ideas with all comers. Feel free to come along for an injection of morning energy and fresh ideas.

Enjoy a cuppa and slice or two of toast on your way to work.

Each session is from 8am – 9am.

Check out our website www.trainingpractice.co.nz for details of topics.

Dates for 2012 are:

- Friday 9th March
- Friday 22nd June
- Friday 27th July
- Friday 31st August
- Friday 19th October
- Friday 14th December

Venue: Level 9, Baldwins Centre,
342 Lambton Quay, Wellington

Sign up for Practice Notes, our monthly newsletter. It includes details of all Tea and Toast topics.

Email pip@trainingpractice.co.nz or
call 04 472 6225.

Also see our website
www.trainingpractice.co.nz

TALK TO US ABOUT BRINGING TEA AND TOAST TO YOU

Your team or whole organisation can have an injection of ideas at the start of the day. We'll tailor the topics to you and your needs. It's a great way to fire up your people and freshen up their thinking.

We've run successful Tea and Toast sessions with both private and public sector clients. It's a fantastic opportunity to bring people from various teams together for a discussion around interesting and important topics.



LEADERSHIP CAFE

Join us for our café-style sessions that get to the heart of great leadership. In two hours, you'll be involved in a menu of conversation and learning. You'll go away with focus, energy and ideas to add to your leadership toolkit. The Leadership Café is open to anyone who wants to start a new leadership conversation and create a new future.

Sign up for our two Leadership Cafes in 2012:

THINKING CREATIVELY AND ESTABLISHING INNOVATION

23rd May, 4pm – 6pm

Immerse yourself in the theory and practice of how innovation really happens.

Find out why and how everyone can be creative and develop fresh perspectives. More than ever – public and private sector leaders, and the people they're leading, need to think creatively and innovate. Get to grips with latest best practice and start thinking creatively and innovating.

CREATING CULTURE AND DEVELOPING STRATEGY

26th September, 4pm – 6pm

We're bringing together these two critical leadership topics. Why? Because culture eats strategy for breakfast. You'll look at key elements of culture development and different strategic thinking tools. Find out why EQ is as important as IQ for strategy development, and go away with tools and techniques you can put into practice immediately.

Venue: Level 9, Baldwins Centre,
342 Lambton Quay, Wellington

Cost: \$50.00 per person

Email pip@trainingpractice.co.nz, or
call 04 472 6225 to book a place.

Also see our website
www.trainingpractice.co.nz



FACILITATOR PROFILES

HILARY BRYAN

Hilary develops and facilitates successful leadership, management, communications and public sector programmes.

She's a dichotomy of thoughtful reflection and practical action. Hilary has been a leader in two large councils, worked in consultancy and taught in the tertiary sector. Her qualifications include a tertiary teaching qualification, BA (Hons) and MA in Political Behaviour and the NZ Speech Board Licentiate to Teach Public Speaking and Communication.

Hilary has been the Project Director for leadership and management development programmes with Work and Income, Ministry for Culture and Heritage, Energy Efficiency and Conservation Authority and Wellington City Council. She's a driving force with depth and expertise, committed to on-going research to make sure The Training Practice is at the forefront of thinking and ideas.

MARIE KIELY

Marie is a former leader in Career Services. She has also been a board member at the Nursing Council of NZ board member and had responsibility for strategic planning and leadership.

Marie has facilitated numerous leadership, communications and strategic planning programmes for public and private sector clients.

She has a strong strategic focus and excellent executive coaching skills. Team development is one of her strong areas of interest and experience. Marie has a strong social presence and is an expert in raising performance within a group facilitation setting and one-on-one coaching.

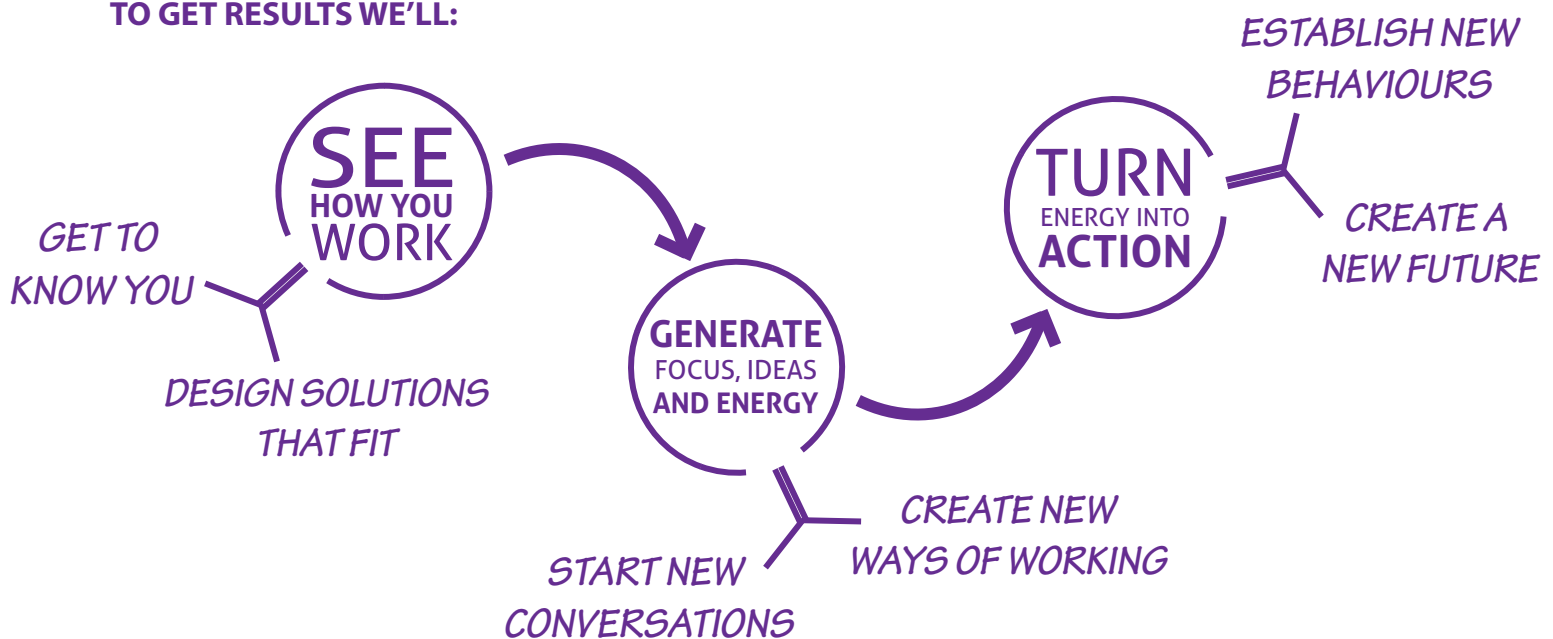
Marie has qualifications in counselling, group facilitation, and industrial relations from the University of Otago and has trained internationally in team management and leadership.

She's brings energy, ideas and focus to translate up-to-date research and ideas into new ways of thinking and working.



THE TRAINING PRACTICE PARTNERS WITH YOU TO START
NEW CONVERSATIONS
 THAT CREATE NEW WAYS OF
 WORKING AND NEW FUTURES.

TO GET RESULTS WE'LL:



Leadership & Management

- Managing Yourself
- Resilience
- Get Organised, Get Effective, Get Results
- Managing People
- Managing Performance and Giving Feedback
- Team Building
- Coaching
- Creativity and Innovation
- Appreciative Inquiry
- Managing Change
- Kick Start - Becoming a Manager
- The Bridge - From Manager to Leader
- No Limits Leadership - Senior Leadership Programme

Partnership Programmes

- Step Up - Nine-Month Management Development Programme
- Leadership at the Edge - Nine-Month Leadership Programme

Communications

- Develop your Personal Brand
- Negotiating
- Managing Difficult Behaviour
- Facilitating Training
- Building and Maintaining Relationships
- Story Telling
- Persuading and Influencing Others
- Writing Plain English
- Communicating Effectively One-on-One
- Conversations that Matter
- Presenting Professionally
- Managing Customers
- Facilitating Meetings
- Conflict Resolution

Lominger Certified

- Leadership Architect
- Voices 360 degree feedback

Public Sector

- How Government Works
- Working with the Official Information Act and Privacy Act
- Policy Analysis, Development and Communication
- Private Sector Focus - How Government Works
- How Local Government Works

Assessments for Individuals or Groups

- BarOn EQi
- Myers Briggs
- DiSC™ profiles
- GEMA Motivation Assessment
- Team Management Profile
- Leadership Development Profile - 360 degree feedback
- Strategic Intelligence Assessment - 360 degree feedback
- Emotional and Social Intelligence Profile - 360 degree feedback

Emotional Intelligence

- Assessment
- Coaching
- Workshops

Consultancy and Facilitation

- Training Needs Analysis
- Competency Framework Development
- Instructional Design
- Strategic Planning
- Change Management
- Team Assessment and Development
- Career Management
- Culture Change
- Creativity and Innovation
- Talent Management and Succession Planning

Accredited Provider

- Leadership Development Centre (LDC)