

# SO YOU'VE MADE IT TO 'MANAGER'... HOW TO SURVIVE AND THRIVE



BOOK ONLINE: [PATHWAYS AUSTRALIA.COM.AU](http://PATHWAYS AUSTRALIA.COM.AU). ENQUIRIES: 1300 212 212

## PROGRAM OVERVIEW:

Being in a management or supervisory can be rewarding in so many ways, but can also be challenging and frustrating too! Deadlines, lack of time, having to deal with 'difficult' behaviours, unreasonable expectations, inadequate supervision or support can make your job hard...and maybe exhausting.

So if you are struggling a little, want to learn new management skills or just confirm that you are managing effectively, our ever-popular **two day management workshop** is for you!

The program is packed full of **practical ideas, techniques and tips** that will result in you immediately becoming a more effective and confident community services manager...we guarantee it!

## WHEN AND WHERE:

This program will be conducted on a number of occasions in Sydney, Melbourne and Brisbane and at least once in most other State and Territory capital cities. All venues are inner City and easily accessible. Details are provided when you book.

For specific locations and dates please visit our website: [www.pathwaysaustralia.com.au](http://www.pathwaysaustralia.com.au)

Each day commences at 9:30am and concludes at 4pm. Refreshments and lunch are provided

We can also provide this as a one or two day in-house program tailored to your specific requirements. Call our office on 1300 212 212 for further details.

**See reverse side for program details.**

**'Awesome! Awesome! Awesome! Practical advice that I can use immediately. Thank you!'**

Deborah Bailey. Australian Foundation For Disability

## ATTEND IF YOU ARE:

- New to management
- Transitioning from specialist to manager
- Experienced, but want to gain new skills
- A manager who wants to confirm that you are managing correctly

## WHAT YOU WILL GET:

- Engaging and practical training
- Course Workbook
- A full set of electronic notes
- Morning/afternoon tea and lunch
- Post-seminar telephone support

### DAY ONE (9:30am - 4:00pm):

- Managing yourself
- Managing your management style
- Managing your time
- Managing difficult conversations
- Managing goals and objectives
- Managing your team
- Managing team member motivation

### DAY TWO (9:30am - 4:00pm):

- Managing and assessing performance
- Managing finances
- Managing your manager
- Managing the Boss v Friend relationship
- Managing meetings
- Managing change
- Managing 'difficult' people
- Managing pressure

## WORKSHOP FEE:

**\$660 ex GST for both days.**

Get a 10% discount by sending at least 3 people to the same event.

Use discount code D10 when registering.



BOOK ONLINE  
[PATHWAYS AUSTRALIA.COM.AU](http://PATHWAYS AUSTRALIA.COM.AU)

ENQUIRIES:  
1300 212 212



*Peter Holdsworth*

B.Bus, MBA, FAIM, GAICD  
Director, Pathways Australia

## ABOUT YOUR PRESENTER

Peter Holdsworth has spent most of his professional career leading, managing and advising community service organisations so he has unique insights into what works and what doesn't...particularly in the art of management. He has post graduate qualifications in management, is a Fellow of the Australian Institute of Management, a graduate of the Australian Institute of Company Directors and is a Churchill Fellow. He also sits on the boards of four community service organisations. His presentations are practical, engaging and memorable!

**'Fantastic program. Wished it could have gone on longer!'**

Ben Morris. Charles Sturt University