

So you've made it to 'Manager'...

# HOW TO SURVIVE AND THRIVE!

Being in a management or supervisory role can be rewarding 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 skills or just confirm that you are managing effectively, our ever-popular two-day management course is for you! The course 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!

## COURSE TOPICS:

### DAY ONE

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

### DAY TWO

- ✓ Managing and assessing performance
- ✓ Managing and resolving conflict
- ✓ Managing your manager
- ✓ Managing the 'Boss vs Friend' relationship
- ✓ Managing team member motivation
- ✓ Managing change
- ✓ Managing 'difficult' people and their behaviours

## WHO'S IT FOR?

- New to management
- A manager with fewer than five years' experience
- Experienced but want to learn new skills
- Transitioning from 'specialist' to manager
- Higher management assessing new manager's skills



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Director, Pathways Australia

## YOUR FACILITATOR

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.

For more information visit our website  
[pathwaysaustralia.com.au](http://pathwaysaustralia.com.au) or phone  
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