



Powerful Leadership & Performance Management

Invest two full days or four half days to learn powerful leadership and performance management techniques that will put you ahead of the pack and cut your work hours in half.

These techniques are proven in the Building and Construction industry and improve productivity and employee or subcontractor contribution by at least 30%. Best of all, take home a step-by-step management system that is designed to give you all of these advantages in just a few hours per week.

We guarantee that this course and the management system will help you become a much more effective manager in half the time. Hundreds of MBA members are now getting amazing results from these tools and you can too.

- Get control of the people you manage using proven techniques used by the best managers in the construction industry.
- Find out how to manage even the most aggressive staff and subcontractors easily in much less time.
- Be trained in organisational techniques that save time and money while improving quality in an office or on a building site.
- Run highly effective meetings that motivate and engage people in achieving goals on time with the least amount of effort.
- Learn personal coaching tools used by great performance coaches that help you get a lot more from the people you manage one on one and maximise retention of staff.
- Develop a powerful and persuasive communication style that makes everyone sit up and take notice.
- Become familiar with planning techniques that save time & money while ensuring that people know what is expected of them.
- Restore work/life balance to your career.

When:

Please refer to the attached Training Calendar for dates and times.

Where:

Master Builders Association

52 Parramatta Rd
Forest Lodge NSW 2037

Investment:

Member Price: \$1595 plus GST= \$1754.50

Non-Member Price: \$1795 plus GST.
Includes Success Gym's Freedom Performance Management manual, afternoon tea/ gourmet rolls and all presentation notes.

Module One: The Principles of Leadership... What makes a good leader and how to create willing followers.

After 10 years of studying some of the best in the business, particularly MBA members, this session clearly identifies the success factors of leaders in the construction industry.

1. Personal Inventory based on Success Factors of the Construction Industry Leader.
2. Basic psychology for the building industry: Key concepts to optimise the management of people in this industry.
3. Preference Test: How to communicate well with different types of people.
4. Listening and questioning: The tools of an effective leader.
5. Interviewing techniques: Developing techniques to better understand others.
6. Leadership Communication: The 5 essential steps to powerful communication as a leader.





Module Two: Managing Groups

Group dynamics and personal influence: The subtle art of influencing large groups of people and persuading individuals. Learn how to get people to say yes and enthusiastically get on with the job.

Effective meetings: Powerful meeting techniques that ensure that people are motivated to achieve goals on time and are engaged in constantly improving how they work and contribute.

Negotiation Skills that are guaranteed to work: While everyone has their own way of communicating there are a set of basic negotiation skills that when applied always get agreement and result in a win/win situation for everyone.

Negotiation Game: Putting the negotiation techniques to work
Design a personal communication plan: Plan to use what you have learned from this module.



Module Three: Managing Individuals

Organising the individuals: Almost everything that people need to know about managing people is contained in three management disciplines. Learn what these are and how when companies apply them well, they can produce twice as much with the same amount of people.

Designing a job description/role description/workplan: An effective workplan or job description can lift anyone's personal performance and improve their overall value to the team and the business. It clears up confusion and establishes clear goals and timelines for personal performance.

ADC of Management: Learn how to use a powerful one page performance management system that will guarantee better personal performance from contractors and staff.



Module Four: Persuasion Skills

The basics of powerful communication: Getting your point across is the most important aspect of leadership. Understanding some of the shortcuts for doing this can take years off your learning.

Writing and delivering a persuasive argument: "Impact" is an interactive exercise that helps hone presentation skills while also improving the quality of all forms of written and verbal communication.

The one page leadership plan: Planning how to implement the lessons of the course by personalising a one page plan.





REGISTRATION FORM

**ALL BOOKINGS WILL BE CONFIRMED IN WRITING
WHEN FULL PAYMENT HAS BEEN RECEIVED**

CONTACT NAME:.....
 COMPANY NAME:.....
 POSTAL ADDRESS:.....
 SUBURB:..... POST CODE:.....
 TEL:..... MOBILE:.....
 FAX:..... EMAIL:.....

TRAINING COURSE NAME	TRAINING DATES(S)	ATTENDEE(S)	PRICE
<i>Leadership & Management Workshop</i>			
MEMBERSHIP NUMBER:			TOTAL PRICE

PLEASE BE AWARE WE CAN NOT CHARGE TRAINING FEES TO MEMBERSHIP ACCOUNTS

PLEASE TICK METHOD OF PAYMENT

- DIRECT DEPOSIT \$.....
 ACCOUNT NAME: MASTER BUILDERS ASSOCIATION OF NSW BSB: 032249 ACCOUNT NO: 161594 BANK: WESTPAC
- PLEASE FIND ENCLOSED A CHEQUE FOR \$..... (PAYABLE TO MASTER BUILDERS ASSOCIATION OF NSW)
- PLEASE DEBIT MY CREDIT CARD FOR \$..... VISA / MASTERCARD / BANKCARD

NAME ON CARD.....EXPIRY DATE.....

SIGNATURE.....

PLEASE RETURN THIS FORM WITH YOUR PAYMENT DETAILS TO:
MASTER BUILDERS ASSOCIATION OF NSW – TRAINING DEPARTMENT
POSTAL ADDRESS: PRIVATE BAG 9 BROADWAY NSW 2007
FAX: (02) 9571 8830

TERMS & CONDITIONS

- Payment is required with registration prior to the commencement date of the course/seminar/workshop.
- If unable to attend, a suitable substitute delegate is welcome at no extra charge.
- A full refund will be made for cancellations advised in writing and received ten (10) working days (Monday to Friday) prior to course/seminar/workshop commencement.
- Cancellation advised five (5) working days (Monday to Friday) prior to course/seminar/workshop date will receive a 50% refund.
- Transfer fee of 10% will apply for all courses/seminars/workshops postponed at the request of the participant less than ten (10) working days (Monday to Friday) prior to courses/seminar/workshop commencement.
- NO refund can be made for cancellations received less that five (5) working days (Monday to Friday) before the scheduled commencement of the course/seminar/workshop.

OFFICE USE ONLY

Participant ID:..... Payment \$..... Date:..... Initial:.....
 Payment Method: Direct Deposit Cheque Credit Card (Visa MasterCard Bankcard) Cash

**PAID
STAMP**