

Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	580					21					
	Moving Into Management	2 days	1130			1-2				8-9			
	The Course for Team Leaders	4 days	1985	10-11&24-25			9-10&23-24				10-11&24-25		
	Advanced Team Leaders Course	4 days	1985					11-12&25-26					
	A Manager's Road Map - Make Tomorrow's Vision Your Reality	4 days	1985										
	Achieving Higher Productivity Through Effective Leadership	1 day	580					10					
	Effective Coaching & Mentoring	1 day	580										
	Employment Related Legislation	By request											
	Enhancing Team Dynamics & Ownership	1 day	580				30						
	Essentials of Effective Project Management	1 day	580			29							
	Giving Constructive Feedback On the Run	half day	360			15(am)							
	How to Find "Time" to Manage	1 day	580						28				
	How to Manage Behaviours & Attitudes	1 day	580		8					11			
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	580							24			
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	580	26									
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	580										
	Improve Your Organisational Skills	half day	360			15(pm)							
	Introducing Change Effectively for a Smooth Transition	half day	360					3(am)					
	Leadership Skills vs Management Skills	1 day	580							9			
	Making KPI's Measureable, Relevant & User Friendly	1 day	580					8					
	Managing Staff in a Professional Environment	2 days	1130										
	Performance Development & Review Interviews	half day	360		27(am)								
	Performance Problems & Disciplinary Procedures	half day	360		27(pm)								
	Reducing the Risk in Selecting the Right People for Promotion	half day	360										
	Staff Selection & Recruitment	1 day	580										
	Teambuilding - A Formula That Works	half day	360					3(pm)					
	The D.O.P.E Test for Leaders - What's MyFit?	half day	360							23(am)			
	To Delegate Or Task Allocate - Which One?	1 day	580			7							
Business Development	Building Client Relationships	half day	360					3(pm)					
	Engaging Our Customers	half day	360		20(am)					3(am)			
	How to Identify Those Hidden Costs	1 day	580			11							
	How to Prepare a Business Plan	By request											
	How to Write Up & Control SOP's	1 day	580				30						
	Improve Performance Through Service Level Agreements	1 day	580					25					
	Quality Assurance - A Shared Responsibility	1 day	580					13					
	Root Cause Analysis for Effective Problem Solving	1 day	580						15				
	Sales - An Everyday Process	half day	360		20(pm)					3(pm)			
	Strategic Planning	By request											
	Triple 'A' - Analyse • Adapt • Adopt	1 day	580	27				11			10		
Personal Development	Assertiveness Skills	half day	360					3(am)					
	Body Language - Facts & Myths	half day	360					27(am)					
	Dealing With Difficult People & Other Personalities	1 day	580		13					6			
	Dealing with Irrate & Frustrated Customers/Clients	1 day	580				14						
	Developing Your Resilience Skills	half day	360		28(am)			6(am)			2(am)		
	Embracing Workplace Diversity	half day	360		28(pm)			6(pm)			1(pm)		
	Essential Skills for Personal & Executive Assistants	1 day	580					10					
	How to Handle Differences in Other People	1 day	580										
	How to Reduce Conflict	1 day	580						14				
	How Unconscious Bias Can Impact on Workplace Diversity	half day	360										
	Interpersonal Communication Skills	1 day	580					12				12	
	Making the Most of Your Time	1 day	580		4				5				
	Making Those Meetings Effective	half day	360					24(am)					
	Polishing Your Skills - for Office & Administration Staff	1 day	580			2				9			
	Positive Negotiations	half day	360										
	Recognising & Coping With Stress	half day	360								2(pm)		
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	580					5					
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	360	28(am)									
	The Outstanding Reception / Telephonist	half day	360		5(am)								
	Training The Trainer - Teaching Work Skills	1 day	580			11			24		21		
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	360	28(pm)						23(pm)			
	Work Shift, Mind Shift & Redundancy	By request											

Starting dates and investments may be subject to change

All prices exclude GST

Courses with no dates listed are available on request or in-company or through one on one coaching

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