

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	580		25									
	Moving Into Management	2 days	1130			22-23					7-8			
	The Course for Team Leaders	4 days	1985	23-24&9-10				8-9&22-23					9-10&23-24	
	Advanced Team Leaders Course	4 days	1985							10-11&24-25				
	A Manager's Road Map - Make Tomorrow's Vision Your Reality	4 days	1985											
	Achieving Higher Productivity Through Effective Leadership	1 day	580				29							
	Effective Coaching & Mentoring	1 day	580											
	Employment Related Legislation	By request												
	Enhancing Team Dynamics & Ownership	1 day	580						29					
	Essentials of Effective Project Management	1 day	580			24								
	Giving Constructive Feedback On the Run	half day	360					25(am)						
	How to Find "Time" to Manage	1 day	580							14				
	How to Manage Behaviours & Attitudes	1 day	580			21					9			
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	580								30			
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	580						22					
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	580											
	Improve Your Organisational Skills	half day	360					25(pm)						
	Introducing Change Effectively for a Smooth Transition	half day	360						6(am)					
	Leadership Skills vs Management Skills	1 day	580									13		
	Making KPI's Measureable, Relevant & User Friendly	1 day	580											
	Managing Staff in a Professional Environment	2 days	1130											
	Performance Development & Review Interviews	half day	360		26(am)									
	Performance Problems & Disciplinary Procedures	half day	360		26(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						6(pm)					
	The D.O.P.E Test for Leaders - What's MyFit?	half day	360								21(am)			
	To Delegate Or Task Allocate - Which One?	1 day	580				15							
Business Development	Building Client Relationships	half day	360							10(am)				
	Core Customer Service Skills	half day	360			20(am)					10(am)			
	How to Identify Those Hidden Costs	1 day	580			14								
	How to Write Up & Control SOP's	1 day	580			17								
	Improve Performance Through Service Level Agreements	1 day	580											
	Quality Assurance - A Shared Responsibility	1 day	580					12						
	Root Cause Analysis for Effective Problem Solving	1 day	580							28				
	Sales - An Everyday Process	half day	360		25(am)						10(pm)			
Personal Development	Triple 'A' - Analyse • Adapt • Adopt	1 day	580	27					7			5		
	Assertiveness Skills	half day	360		25(pm)									
	Body Language - Facts & Myths	half day	360						30(am)					
	Dealing With Difficult People & Other Personalities	1 day	580		11							12		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	580				14							
	Developing Your Resilience Skills	half day	360		13(am)			26(am)				8(am)		
	Effective Communication Skills	1 day	580					10					11	
	Embracing Workplace Diversity	half day	360		13(pm)			26(pm)				7(am)		
	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							13				
	How Unconscious Bias Can Impact on Workplace Diversity	half day	360											
	Making the Most of Your Time	1 day	580		11				22					
	Making Those Meetings Effective	half day	360				14(am)							
	Polishing Your Skills - for Office & Administration Staff	1 day	580			21					22			
	Recognising & Coping With Stress	half day	360									8(pm)		
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	580					2						
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	360			13(am)								
	The Outstanding Reception / Telephonist	half day	360		12(am)									
	Training The Trainer - Teaching Work Skills	1 day	580	25					23		23			
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	360			13(pm)					21(pm)			

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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