

2026 Course Planner - Southland

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	580		12									
	Moving Into Management	2 days	1130						27-28					
	The Course for Team Leaders	4 days	1985				11-12&25-26							
	Advanced Team Leaders Course	4 days	1985											
	A Manager's Road Map - Make Tomorrow's Vision Your Reality	4 days	1985											
	Achieving Higher Productivity Through Effective Leadership	1 day	580											
	Effective Coaching & Mentoring	1 day	580											
	Employment Related Legislation	By request												
	Enhancing Team Dynamics & Ownership	1 day	580											
	Essentials of Effective Project Management	1 day	580					4						
	Giving Constructive Feedback On the Run	half day	360						21(am)					
	How to Find "Time" to Manage	1 day	580							27				
	How to Manage Behaviours & Attitudes	1 day	580					24						
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	580									1		
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	580							12				
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	580											
	Improve Your Organisational Skills	half day	360						21(pm)					
	Introducing Change Effectively for a Smooth Transition	half day	360						9(am)					
	Leadership Skills vs Management Skills	1 day	580									14		
	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						9(pm)					
	The D.O.P.E Test for Leaders - What's MyFit?	half day	360								10(am)			
	To Delegate Or Task Allocate - Which One?	1 day	580				28							
Business Development	Building Client Relationships	half day	360											
	Core Customer Service Skills	half day	360				12(am)					14(am)		
	How to Identify Those Hidden Costs	1 day	580					3						
	How to Write Up & Control SOP's	1 day	580											
	Improve Performance Through Service Level Agreements	1 day	580											
	Quality Assurance - A Shared Responsibility	1 day	580						20					
	Root Cause Analysis for Effective Problem Solving	1 day	580						8					
	Sales - An Everyday Process	half day	360				25(am)					14(pm)		
	Triple 'A' - Analyse • Adapt • Adopt	1 day	580			20						6		
Personal Development	Assertiveness Skills	half day	360				25(pm)							
	Body Language - Facts & Myths	half day	360											
	Dealing With Difficult People & Other Personalities	1 day	580		24							15		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	580				13							
	Developing Your Resilience Skills	half day	360			15(am)			24(am)		29(am)			
	Effective Communication Skills	1 day	580					11						
	Embracing Workplace Diversity	half day	360			15(pm)			24(pm)		28(am)			
	Essential Skills for Personal & Executive Assistants	1 day	580					24						
	How to Handle Differences in Other People	1 day	580											
	How to Reduce Conflict	1 day	580							26				
	How Unconscious Bias Can Impact on Workplace Diversity	half day	360											
	Making the Most of Your Time	1 day	580		24				21					
	Making Those Meetings Effective	half day	360					11(am)						
	Polishing Your Skills - for Office & Administration Staff	1 day	580				11							
	Recognising & Coping With Stress	half day	360								29(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			16(am)								
	The Outstanding Reception / Telephonist	half day	360											
	Training The Trainer - Teaching Work Skills	1 day	580				27				24			
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	360			16(pm)					10(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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