

New Managers Toolkit

21 - 22 May | Online



Practical tools and essential skills for a seamless transition from employee to manager

- Prioritise tasks and delegate efficiently to maintain productivity and prevent burnout
- Manage people and performance through conflict resolution, open communication, and constructive feedback
- Develop critical thinking skills to make autonomous and smart decisions
- Embrace change with a growth mindset

THE AGENDA

Day 1

21 MAY | 9:00 - 4:30

- Understanding the managers role
- Working smart - maintaining structure under changing dynamics
- Communicating effectively with team members and stakeholders
- Performance management essentials

Day 2

21 MAY | 9:00 - 4:30

- Understanding team dynamics
- Enhancing strategic thinking and decision-making skills
- Navigating through personal and professional change
- Create your personal action plan to manage for results

YOUR FACILITATOR

Jo Wise is a Leadership Coach, Keynote Speaker and Executive Performance & Behavioural Adviser to leaders who really care about what they do and how they do it. Jo is very passionate about working with leaders in coaching sessions and workplace training seminars to help them up-level their professional brand and executive presence to take their leadership and career to new heights in a sustainable way.



Jo Wise
Leadership Performance Coach

GROUP DISCOUNTS

3 - 4 Attendees

10%

5 - 7 Attendees

20%

8 - 9 Attendees

25%

10+ Attendees

30%

BOOK NOW AND SAVE

Rapid Action

Save \$800

Ends 12 Jan

Value Plus

Save \$600

Ends 14 Feb

Super Saver

Save \$400

Ends 8 Mar

Early Bird

Save \$200

Ends 5 Apr

Call +61 2 8239 9711 Priority Code - I

i Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

Delegate Information

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Pricing

Ends 12 Jan	Ends 14 Feb	Ends 8 Mar	Ends 5 Apr	Standard Rate
Rapid Action Save \$800	Value Plus Save \$600	Super Saver Save \$400	Early Bird Save \$200	
\$1999 +gst = \$2198.90	\$2199 +gst = \$2418.90	\$2399 +gst = \$2638.90	\$2599 +gst = \$2858.90	\$2799 +gst = \$3078.90
GROUP DISCOUNTS	3 - 4 attendees 10%	5 - 7 attendees 20%	8 - 9 attendees 25%	10+ attendees 30%
	No. of Attendees	Total incl. GST		

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Note: All prices listed in Australian Dollars. Course materials included. Registration Options are per person only.

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Payment is required prior to attending this event

- Credit Card
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 - Electronic Funds Transfer
 - Please invoice me:
- Purchase Order No. #

Credit Card Details - Please charge my credit card for this registration:

Card Type Visa MasterCard American Express

Note: 2% surcharge applies to American Express payments

Card Number Expiry /

CVV Full Name as on card

Cardholder's Contact Number

Signature

X

Electronic Funds Transfer (EFT)

Please transfer funds directly to:
Westpac Account Name: Liquid Learning Group Pty Ltd
BSB: 032 002
Account No: 407 273
SWIFT Code: WPACAU2S

Amount

Please quote ref MGEW0524A - O and registrant name

Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone

Email Signature Date

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Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

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