

Government New Managers Toolkit

13 - 14 Nov | 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

13 NOV | 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

14 NOV | 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

Sally is an engaging and experienced facilitator, speaker and executive coach. Over twenty years, Sally has worked with thousands of leaders and individuals in a wide range of leadership, team and personal development areas. She is passionate about excellent leadership and helping to shape cultures that facilitate high performance and high wellbeing for sustainable growth. Sally has a Masters in Training and Development, is an international best selling author and TEDx speaker and speaker coach.



Sally Dooley

Leadership Coach, Facilitator & Speaker
Sally Dooley Leadership

GROUP DISCOUNTS

3 - 4 Attendees

10%

5 - 7 Attendees

20%

8 - 9 Attendees

25%

10+ Attendees

30%

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Ends 16 Aug

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Ends 13 Sep

Call +61 2 8239 9711 Priority Code - 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 Jun		Ends 12 Jul		Ends 16 Aug		Ends 13 Sep		Standard Rate	
Rapid Action Save \$500		Value Plus Save \$300		Super Saver Save \$200		Early Bird Save \$100			
\$1999 +gst = \$2198.90		\$2199 +gst = \$2418.90		\$2299 +gst = \$2528.90		\$2399 +gst = \$2638.90		\$2499 +gst = \$2748.90	
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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<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque (payable to Liquid Learning Group Pty Ltd) <input type="checkbox"/> Electronic Funds Transfer <input type="checkbox"/> Please invoice me: Purchase Order No. # <input type="text"/>	<p>Credit Card Details - Please charge my credit card for this registration:</p> Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<p>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</p> <p>Amount <input style="width: 150px;" type="text"/></p>
<p>Note: 2% surcharge applies to American Express payments</p> Card Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> CVV <input type="text"/> <input type="text"/> <input type="text"/> Full Name as on card <input style="width: 150px;" type="text"/>		<p>Please quote ref NMTG1124A - O and registrant name</p>
Cardholder's Contact Number <input style="width: 150px;" type="text"/>		Signature <input style="width: 100px;" type="text"/> X

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

Name	Position	Phone
Email	Signature	Date
	X	

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

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