

MASTERING LEADERSHIP AND MANAGEMENT SKILLS

COURSE DATE

03 - 05 October 2012

COURSE DURATION

3 days – 08:30 to 16:30 daily

COURSE FEES

R10 570 (excl. VAT) per delegate

**5% discount
for enrolment 2 weeks
prior to course date**

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- A quality folder, notepad & pen
- Training file & CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

Good leadership ability coupled with solid management skills can have a significant impact on your workplace effectiveness and consequent career progression. Without these core competencies under control, the workplace can be an extremely harsh environment. Fortunately, leadership and management skills can be developed and to assist managers with achieving their ultimate potential and in being more effective and productive to their organisation, AstroTech is running a course which covers the following key topics:

- What is Leadership?
 - Management vs. Leadership
 - Key Skills and Qualities of Effective Leaders
 - Understanding Leadership: What do all great Leaders have in common?
 - Global trends in Leadership
 - Set up your own Leadership Development Plan
 - Being an Emotionally Intelligent Leader
 - Effective Goal Setting
 - Leadership Communication
 - Communicating Effectively during Difficult Discussions
 - People Drivers - Differentiating Satisfiers and Motivators
 - Using Time Strategically and Managing Time Wasters
 - Setting the Right Priorities
 - Time Management
 - Appointing, Developing and Retaining Talent
 - Releasing the Genius in your Team
 - Better results through Effective Relationships
 - How to build Rapport and gain Commitment from all Levels in the Organisation
 - Developing Influence in modern Organisations and Matrix Management Systems
 - Delegating to Develop Skills and Empower People
 - Managing & Resolving Conflict
 - Utilising Team Conflict to Succeed
 - Coping with Difficult Employees
 - Fostering a Positive Work Environment
 - Building Trust, Credibility and Respect
 - Negotiate your way to Positive Outcomes
 - Becoming a Winning Coach
 - Using Leadership Tools: Strategy, Performance Measurement, Quality, Planning
 - Discover the Potential of Diversity
 - Build and maintain the Right Employee Talent Base
 - Ensuring Succession Planning
- ...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Managers & Department Heads within an organisation
- Team Leaders and Supervisors
- Specialists who are moving or have moved into management roles
- Anyone who wants to enhance their Leadership and Management Skills
- Personnel in the public and private sector

★ OUTCOMES

After attending this course attendees should:

- Learn the skills required to lead effectively
- Learn how to achieve better team results through improved leadership
- Understand the subtleties involved in effective leadership
- Know when to apply which techniques

★ TAKE HOME TOOLS

- A detailed manual, workbook and CD
- A quality folder, notepad & pen
- One month of free telephonic and e-mail support included

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, you can step off the Gautrain at the Rosebank station, or exit the M1 at the Joe Slovo/Houghton Drive offramp, and we are just around the corner.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation

★ LEVEL 1 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@astrotechtraining.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS**
Should it be necessary, AstroTech reserves the right to substitute the presenter.
- **COMMUNICATION**
When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.
- **DISCLAIMER**
Astrotech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

COURSE NAME: **Mastering Leadership and Management Skills**

COURSE CODE: **LMS 20121003**

COURSE DATE: **03 - 05 October 2012**

DURATION: **3 DAYS**

COURSE FEE: **R10 570.00 excl. VAT (per delegate)**

Qualify for a **5% discount**, if we receive your form before: **19 September 2012**

DISCOUNTED FEE: **R10 041.50 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname _____

Position _____ Special Diet: K H V O

E-mail _____

Cell No. Office Tel No.

2 First Name and Surname _____

Position _____ Special Diet: K H V O

E-mail _____

Cell No. Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

DIETARY REQUIREMENTS [Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are **additional** to course fee]

KOSHER: R450 (excl. VAT) per day HALAAL: R305 (excl. VAT) per day VEGETARIAN: Always available at no cost

OTHER: (e.g. allergies, etc) Please specify: _____

Special Needs (e.g. wheelchair, visual disability, etc) _____

> COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____

Department/Division _____

Postal Address _____ Postal Code

Company VAT Registration No.

Main Company Switchboard No. Fax No.

> PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____

Do you require separate invoices for each delegate? YES NO

Payment Contact Person _____

Office Telephone No.

E-mail _____

> AUTHORISATION

Name _____

Position _____

Office Telephone No. Cell No.

E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@astrotechtraining.co.za or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

