

THE ULTIMATE SALES MANAGER

COURSE DATE

24 - 26 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

You already excel at selling: Now you need to develop a completely different set of skills to inspire, motivate and manage a sales team for maximum productivity and profit. The critical role of the Sales Manager transcends the mere tracking and reporting of statistics and has evolved into a role which requires proactive leadership, outstanding communication, effective decision making, and above all, motivating others to achieve top performance. If you think you or someone on your team could benefit from mastering these skills, AstroTech is offering a workshop on "The Ultimate Sales Manager". The course covers the following topics:

THE ULTIMATE SALES MANAGER

- Your role as a sales manager
- Understand and identify the critical difference between selling & managing
- Sales leadership skills
- Understanding people: the basis for sales motivation & effective communication
- Sales management's best practices
- Identifying & recruiting a higher caliber of sales professional
- Coaching & training of salespeople

ACHIEVING TEAM PERFORMANCE

- How to motivate your sales team
- Motivation and incentive management
- How to handle performance problems
- Understand the internal motivators of your sales force
- Keep your team accomplishments in the spotlight
- Measuring return on effort
- Consistently raise the "bar"
- Determinants of sales force productivity
- Establish a strong achievement driven sales culture
- Establish a climate of accountability

EFFECTIVE SALES MANAGEMENT STRATEGIES

- Planning for success
- Developing an effective strategy
- Planning, forecasting and budgeting
- Forecasting for sales managers
- Creating short- and long-term sales plans
- Selling against lower-priced competition
- Means of assessing and developing pipeline health
- Fine-tune territory analysis, design and segmentation
- ...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Sales managers
- Business development managers
- Client relationship managers
- Account managers
- Sales team leaders
- Sales professionals looking to prepare themselves to step into a sales management role
- Anyone with an interest in learning sales management techniques

★ OUTCOMES

After attending this course attendees should:

- Be familiar with sales management's best practices
- Be able to identify different approaches to motivate your sales team
- Understand how to link the sales plan to the company's financial and strategic goals
- Know how to set goals and monitor the performance of your team
- Effectively recruit and select successful salespeople

★ 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: **The Ultimate Sales Manager**

COURSE CODE: **USM 20121024**

COURSE DATE: **24 - 26 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: **10 October 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.

