



ONE DAY MANAGEMENT PROGRAM

This program is for people who want practical tools and experience in core management functions.

BespokeHR

INTRODUCTION

This intensive day has been put together to combine critical management functions that will significantly help set you up for success.

DISCOVER HOW TO...

- Understand and respond to key people trends.
- Give and receive feedback effectively in different situations.
- Establish clear standards and accountabilities.
- Effectively communicate with your team including running effective meetings and communication rhythms.
- Effectively performance manage team members and understand the difference between performance and conduct situations.
- Understand high achievement team traits.
- Plan and conduct performance development discussions and learn how to get meaningful and measurable improvements with your team members.
- Manage your time effectively.

WHO IS IT FOR?

This program is appropriate for Small Business Owners, Managers, Supervisors and people who want to be build effective, productive and results orientated teams and workplaces and want to learn more about management key processes.

HOW LONG IS THE PROGRAM?

The program is a one day program from 9.00am to 5.00pm.

"Treat employees like they make a difference and they will."

- JIM GOODNIGHT



WHY ATTEND THIS PROGRAM?

Stop spending time focusing on areas that aren't delivering results for you or your team:

- Discover practical tools, templates and processes to help support key management functions.
- Limited number to allow for more intimate, private and personalised discussions.
- Paulette Kolarz – Experienced Senior Executive, Leader and HR Professional, delivers the entire program.
- Gain access to tools and templates to immediately benefit your business.
- Create personalised ready to activate management action plans to assist going back to the workplace and make an immediate difference.



WHAT'S THE INVESTMENT?

The total investment for this program is \$799 +GST . That is only an investment of less than \$100 per hour of delivery. Book 3 or more to receive a 10% discount.

Included in this program is:

- One day of intensive training and support
- Your personal 30+ page workbook and tool kit
- Lunch and Coffee

WHERE IS THE PROGRAM?

BespokeHR – Level 8, 420 King William St, Adelaide SA 5006 (unless otherwise specified).

WHAT ARE THE DATES?

Numbers are restricted per session so get in early to reserve your position. To obtain upcoming public program dates for the 1-Day Program, please go to www.bespokehr.com.au/training/ or email admin@bespokehr.com.au.



MANAGEMENT PROGRAM

BespokeHR



Choosing to use Paulette and Bespoke HR is like choosing to use an external Accountant or Bookkeeper for the first time...you can probably muddle through it yourself but if you get it wrong, it will cost you a lot of money and time."

- BRETT, CEO OF PRIDE ADVICE

PROGRAM DETAILS

To enrol, complete the following details and send it back to Bespoke HR. To secure your position, payment must be made prior. Full payment for the program must be received before attendance.

Program:	Bespoke HR Management Program - One Day Intensive	Name:	
State / Location:		Position:	
Dates / Time:		Organisation:	
Includes:	Workbook provided Morning tea and lunch provided	Email:	
Investment:	\$799 + GST (10% discount if book 3 or more people)	Postal Address:	
Facilitator:	Paulette Kolarz - Bespoke HR Managing Director 2008 Telstra Business Woman Of The Year	Dietary Requirements?	

PAYMENT DETAILS

- Cheque:** Mail to address provided in Contact Details.
- Bank Transfer:** Name: BespokeHR
BSB/Account: 085 375 / 196356884
- Credit Card:** For privacy and security reasons, we do not like participants to forward their credit card details via email or post. Please contact us via the contact details to organise payment. NB Merchant Fees apply for using credit cards.

CONTACT DETAILS

Address: BespokeHR, Level 8, 420 King William St, Adelaide SA 5000
Postal Address: PO Box 141, North Adelaide, SA 5006
Ph: (08) 8367 0558 or Mobile: 0412 393 068
Email: admin@bespokehr.com.au

