

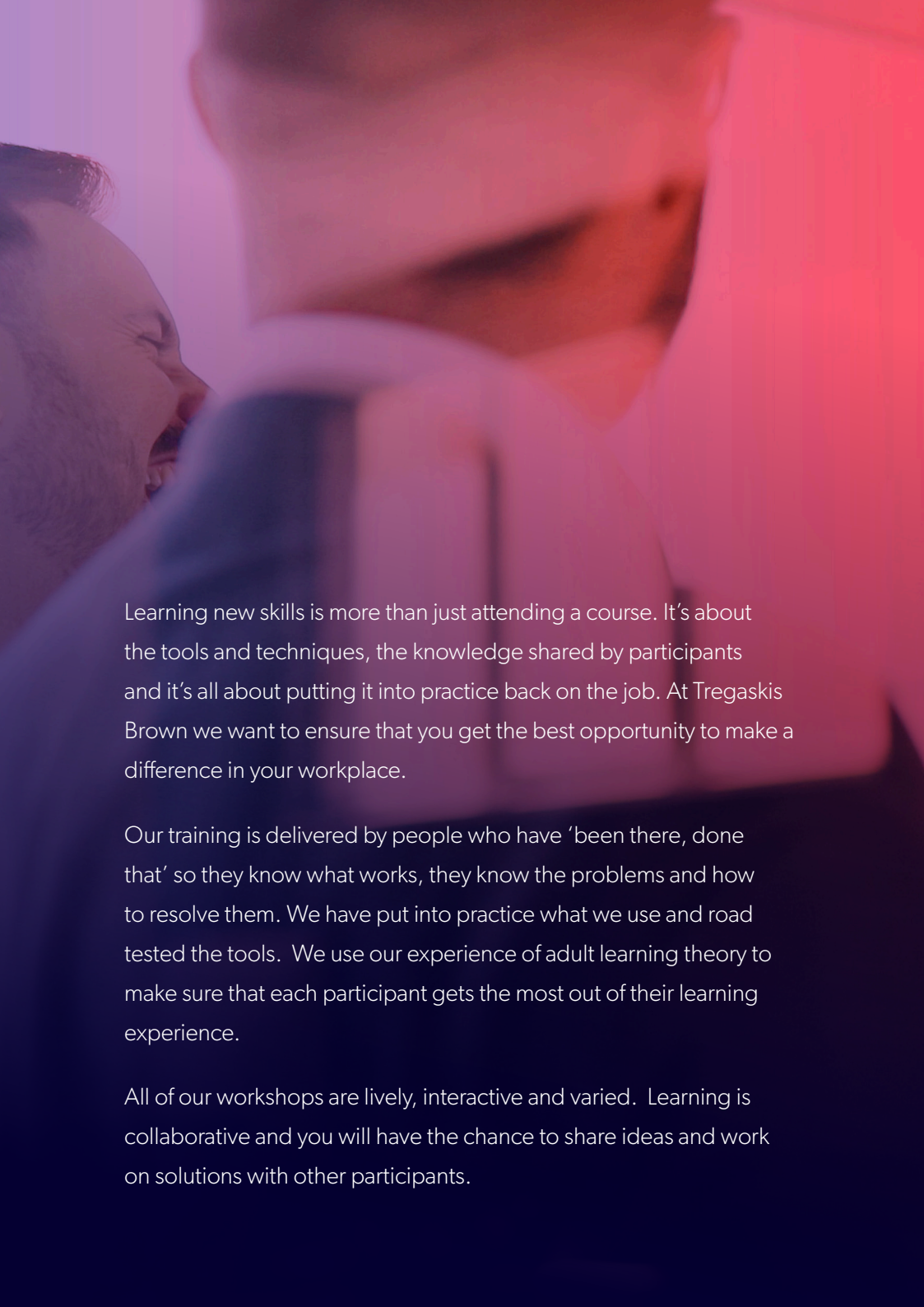


Make a difference in your workplace

COURSES FOR ACTION



Tregaskis Brown Ltd
strategy to action



Learning new skills is more than just attending a course. It's about the tools and techniques, the knowledge shared by participants and it's all about putting it into practice back on the job. At Tregaskis Brown we want to ensure that you get the best opportunity to make a difference in your workplace.

Our training is delivered by people who have 'been there, done that' so they know what works, they know the problems and how to resolve them. We have put into practice what we use and road tested the tools. We use our experience of adult learning theory to make sure that each participant gets the most out of their learning experience.

All of our workshops are lively, interactive and varied. Learning is collaborative and you will have the chance to share ideas and work on solutions with other participants.

Courses

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To book on a workshop or programme contact:

info@tregaskisbrown.co.nz

04 499 9363

To find out about holding a course tailored to your organisation contact:

carol@tregaskisbrown.co.nz

04 499 9363

To check out the next available dates:

www.tregaskisbrown.co.nz



Project Leadership

THE PROJECT LEADERSHIP DIFFERENCE

Successful projects require excellent project leadership skills.

However, many projects struggle because the project manager is thrown in at the deep end and the demands of project leadership are underestimated. A sound grasp of project methodology is important, but methodology alone is not enough. In our experience, it's the "soft" skills that are the hardest, and these are the skills that are often overlooked.

IMPROVING PROJECT SUCCESS

Traditionally, investment in project leadership has taken a back seat to teaching project management methodology. The result is great knowledge about the science of project management - and a lack of understanding of the art, or human side of leading projects.

We also know that the challenges that come with project leadership are different to the challenges of line management. Therefore, generic leadership programmes are unlikely to help.

TOPICS

- The art and science of project management
- Traits of great project leaders
- Influence versus concern
- Stakeholder management
- Creating productive teams

WHO WILL BENEFIT

Project Leadership is aimed at people who are currently leading a project or workstream. It is ideal for business or technical people.

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“Leadership is what separates successful projects from failures.”

EDWARD HOFFMAN, DIRECTOR OF THE N.A.S.A. ACADEMY OF PROGRAM AND PROJECT LEADERSHIP

LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Identify then develop skills of project leadership
- Create a stakeholder management plan using the analysis matrix
- Construct a plan to create a productive team
- Delegate effectively
- Recognise successful project meeting procedures

INVESTMENT

\$450 (excl GST)

Each participant receives a full set of training notes – your own comprehensive ‘go to’ guide for project leadership.

WORKSHOP DETAILS



9.00am to 1.00pm.



Fusion, Level 4, 85 The Terrace, Wellington.



For current dates see the website or get in touch.



Project Management Essentials

THE PROJECT MANAGEMENT ESSENTIALS DIFFERENCE

Project Management Essentials is a two-day workshop covering the nuts and bolts of managing a project successfully. It's a great way for you to build capability and confidence in this important role – and to use a consistent approach for projects. The workshop is a practical course providing useful skills and tools you can use straight away. It makes project management real in the context of delivering change.

WHO WILL BENEFIT

Project Management Essentials is perfect for business or technical people. Ideal for new project managers, those aspiring to be project managers or project team members.

AN APPLIED LEARNING APPROACH

The course is lively, interactive and varied. Learning is collaborative and you will have the chance to share ideas and work on solutions with other participants.

TOPICS

- What is a project and common reasons for project failure
- The project management lifecycle and processes
- Project management roles and responsibilities
- The traits of effective project leaders
- Project planning first steps – benefits, purpose, objectives, critical success factors and scope
- Stakeholder analysis techniques
- Product-based planning
- Sequencing and identifying tasks
- Estimating and producing a project schedule
- Understanding and using the Triple Constraints Triangle
- Project controls: risk management, reporting, quality control, managing issues and change
- Closing a project

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"The p in 'pm' is as much about people management as it is about project management." **CORNELIUS FICHTNER**

LEARNING OUTCOMES

At the end of this course you will be able to:

- Apply the project management lifecycle and relate the roles and responsibilities
- Generate a project analysis and use planning techniques including product-based planning and project controls
- Describe stakeholder analysis
- and relationship management techniques
- Explain the leadership and people management requirements that are particular to projects
- Apply tools and techniques to manage and control a project through all its stages

INVESTMENT

\$1,400 (excl GST)

Each participant receives a full set of training notes – your own comprehensive 'go to' guide for project management.

WORKSHOP DETAILS



Two consecutive days, from 9.00am to 4.30pm.



Fusion, Level 4, 85 The Terrace, Wellington



For current dates see the website or get in touch



Leading Great Meetings

Leading Great Meetings will give you the skills to set up and run genuinely productive meetings.

Had enough of meetings that take ages to get anywhere? Meetings that cost you and your organisation time, energy and lost productivity? Here's your opportunity to do something about it!

Our half-day intensive training programme will provide you with the skills to manage meetings more effectively than ever. If every meeting minute is spent wisely, problems will be solved and sound decisions made more efficiently.

TOPICS

The workshop incorporates a range of models and techniques including:

- The four phases of successful meetings
- From chairing to facilitating – choosing the right mode
- Adapting the meeting process to suit the group
- Essential interpersonal skills for meetings
- Techniques for managing challenging participants

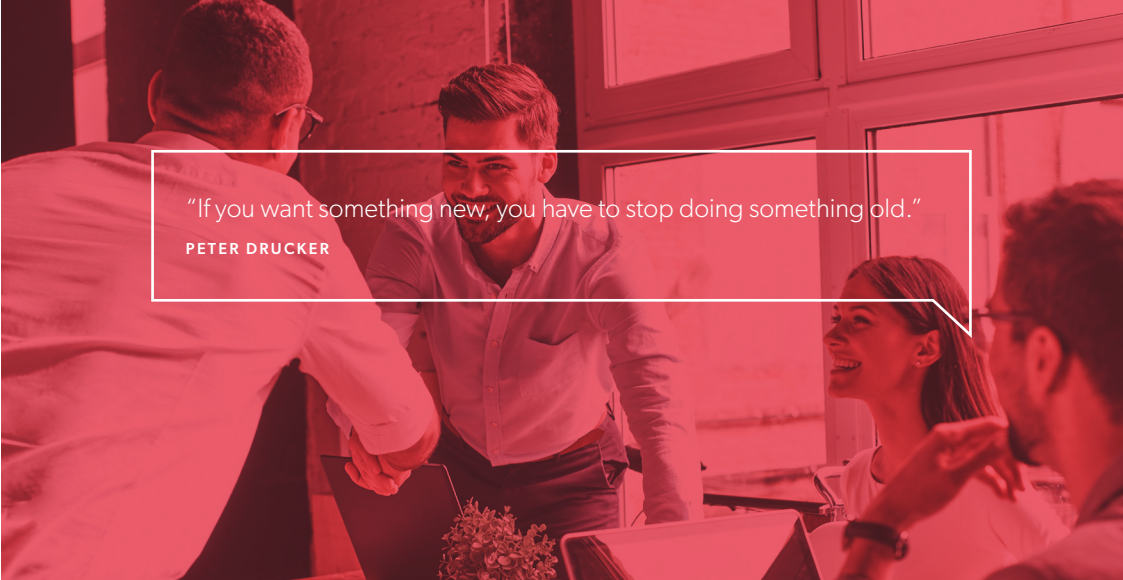
WHO WILL BENEFIT

People who are called on to run meetings, organise agendas and lead a group of people to reach an outcome. Those that are tasked with making meetings engaging and action oriented. No prior knowledge is required.

VALUE FOR MONEY

Leading Great Meetings is designed to significantly increase meeting productivity and reduce lost time. When you put what you learn on the workshop into practice, we're confident everyone involved in the meeting will appreciate the benefits achieved.

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"If you want something new, you have to stop doing something old."

PETER DRUCKER

ABOUT THE COURSE

Most meetings are designed around convention and habit, rather than what works. With a few simple changes you'll be able to:

- Significantly improve the outcomes of your meetings
- Gauge the "group maturity" of each meeting and adapt your processes to suit
- Use some well tested processes to manage complex discussions
- Spot symptoms of meeting failure and get things back on track
- Successfully manage challenging meeting participants

INVESTMENT

\$450 (excl GST)

for a half-day (4-hour) course.

WORKSHOP DETAILS



9.00am to 1.00pm.



Fusion, Level 4, 85 The Terrace, Wellington.



For current dates see the website or get in touch.



Manager as Coach

THE MANAGER AS COACH DIFFERENCE

Coaching is about helping people create a positive, directed change in their working lives.

It's about managers helping people develop their potential. Even with the best intentions, some managers find themselves using older techniques: just tell them what to do, solve it for them rather than taking a solutions focused approach to tasks. This one-day workshop will help managers work on finding solutions with their staff member; coaching works forwards not backwards to answer "how can we change this?", "how can we do it better?"

WHO WILL BENEFIT

Managers, team leaders and supervisors who have staff reporting to them.
No prior knowledge is required.

AN APPLIED LEARNING APPROACH

The course is lively, interactive and varied. Learning is collaborative and participants will have the chance to share ideas and work on solutions together.

TOPICS

- Why coach your staff? And why now?
- Focusing on solutions
- A coaching model
- The coaching conversation
- Coaching teams
- Overcoming barriers to coaching



"Coaching is the universal language of change and learning."

CNN

LEARNING OUTCOMES

At the end of this course you will:

- Learn and practice the techniques for coaching conversations
- Know about the principles of coaching
- Describe how coaching will change traditional management
- Apply techniques for formal and informal coaching
- Practice using the GROW method of coaching questions

INVESTMENT

\$700 (excl GST)

Each participant receives a full set of training notes – your own comprehensive 'go to' guide for managers who coach others.

WORKSHOP DETAILS



From 9.00am to 3.00pm.



Fusion, Level 4, 85 The Terrace, Wellington.



For current dates see the website or get in touch.



Engaging your Stakeholders

Engaging your Stakeholders will give you the skills to identify, analyse and plan for stakeholder engagement.

A vital part of running a successful project or initiative is to develop and maintain good relationships with those who will be affected by its outcomes. It will take your leadership and communication skills and an understanding of what drives people. Good stakeholder management will help mitigate risks and manage expectations.

TOPICS

We cover a range of topics and examples. However, to get the most from the workshop, please bring along your stakeholder analysis or lists and we will encourage you to use that as a basis for development.

The workshop incorporates a range of models and techniques including:

- Creating a stakeholder strategy
- Identifying stakeholders
- Mapping stakeholders
- Addressing their level of impact and importance
- Planning communications

VALUE FOR MONEY

Engaging Your Stakeholders is designed to significantly increase your ability to identify and plan your engagement with key stakeholders. When you put what you learn on the workshop into practice, we're confident that your project team and project executive will benefit from targeted, relevant and on time communication with stakeholders.

www.tregaskisbrown.co.nz



"The best way to minimise disagreement is to make sure that all the stakeholders are in the room." **CHERYL YEOH**

LEARNING OUTCOMES

We know that it is important to nurture a stakeholder relationship, and that poor stakeholder management can cause an initiative to fail. This workshop will help you plan engagement and action with your key stakeholders. With a few simple techniques you'll be able to:

- Significantly improve the outcomes of your communications with stakeholders
- Set expected outcomes for each stakeholder group
- Further develop your leadership skills when managing a project.

INVESTMENT

\$450 (excl GST)

Each participant receives a full set of training notes.

WORKSHOP DETAILS



Three hours



Fusion, Level 4, 85 The Terrace, Wellington.



For current dates see the website or get in touch.

3 MODULES

Facilitating for Results

One of the most important sets of skills for leaders are facilitation skills. These are the “process and people” skills we use to guide and direct key parts of working with groups; usually in meetings, planning sessions, and problem solving workshops.

The facilitator needs to shape and guide the process of working together so that the group meets the goals and accomplish what you’ve set out to do. While a group of people might set the agenda and figure out the goals, one person needs to concentrate on how you are going to move through your agenda; work from divergent views to convergent views and meet the goals effectively. This is the role that the “facilitator” undertakes.

A facilitator helps groups do their best thinking.

WHO WILL BENEFIT


People who are required to plan and workshop, facilitate the group processes and get action from the group. Managers or leaders who need to work in a collegial way to move a group through a problem or sticky situation, or to a decision or new ways of working.

MODULES

This course consists of three modules, which should be completed sequentially:

GETTING THE FOUNDATIONS RIGHT	GROUP PROCESSES	PEOPLE SKILLS
<i>The role of the facilitator and exploring group dynamics, planning considerations and engaging activities.</i>	<i>Four stages of group facilitation, models, tools and techniques, the SPO model, decision making for groups.</i>	<i>Listening and asking good questions, managing the group energy, handling resistance, engaging, involving and planning the workshops.</i>
1/2 DAY	1/2 DAY	1/2 DAY

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“Facilitation is a process with structure that enables effectiveness, impact and high-quality decisions as a team.”

PARINEETA MEHRA

LEARNING OUTCOMES

At the end of this series of workshops you will be able to:

- Apply the facilitation skills for group meetings
- Select and apply the best opening formats for introductions
- Plan the structure of a facilitated session
- Decide on which micro skills to employ to direct group work and action planning
- Describe difficult behaviour and select a method to minimise the impact
- Relate divergent and convergent thinking to your group

INVESTMENT

\$450 (excl GST)
per module

\$1,200 (excl GST)
all three modules booked back-to-back

WORKSHOP DETAILS



Three half-day modules



Fusion, Level 4, 85 The Terrace,
Wellington



For current dates see the
website or get in touch

OUR VIEW ON LEARNING


We know there is a variety of ways that people like to learn, it can be anything from a podcast, an online learning course, reading or discussion. We believe there is a great benefit to be had from facilitated learning – the class room style training that you may be familiar with.

Facilitated learning is based on the premise that the more responsibility a participant takes for his/her own learning, the more effective the training will be, and the more likely they are to apply it to their job tasks. We see the advantages as:

- Participants use skills like synthesis and analysis – take a new concept, discuss it and apply to you their situation – evaluate how useful it is or how the technique needs to be adapted.
- The participant is actively involved – training must be engaging and relevant, attendees can't sit back and listen passively.
- Learners interact with and learn from each other – there is enormous value in talking to others to see how they do things and to form networks for later support.
- There is generally a useful number of learning materials, templates and instructions on how to put the theory into practice
- Participants can work in an environment similar to that of other attendees and share experiences and knowledge
- A variety of learning methods are used to keep up the engagement and interest levels of attendees

To check out the next available dates:

tregaskisbrown.co.nz/training



To book on a workshop or programme or get
more information about an
in-house course:

info@tregaskisbrown.co.nz

04 499 9363

TAILORED COURSES

We can provide a range of additional in-house courses which can be customised to your needs:

Performance Goal Setting	½ DAY
Presentation Skills	1 DAY
Risk Management	½ DAY
Policy Project Management Skills	2 DAYS
DiSC in the Workplace: DiSC profiling and assessment	½ DAY
MBTI – understanding your work style	½ DAY
Project Steering Committee Governance	½ DAY

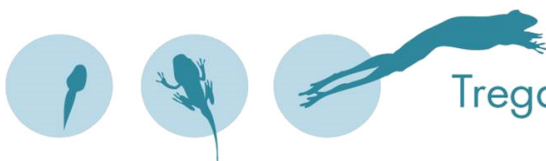


CANCELLATION POLICY

If you can't attend, you may send a substitute attendee. Please advise us of the attendee's name as soon as possible. If you cancel between 10 and 6 days before the course start date, 50% of the fee will be refunded. If you cancel with less than 5 days' notice there will be no refund.



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