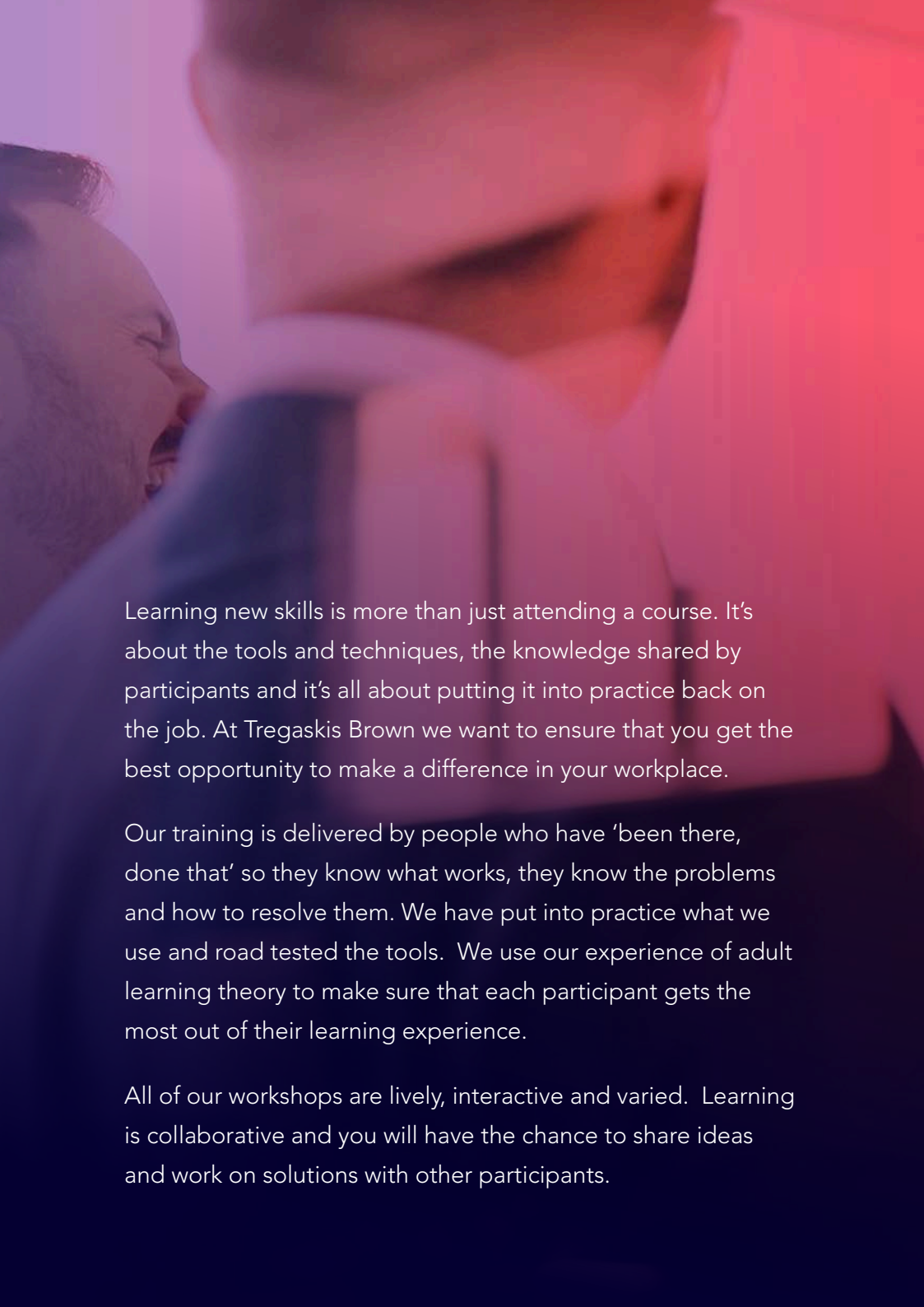


# Make a difference in your workplace

**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](mailto:info@tregaskisbrown.co.nz)

04 499 9363

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

[carol@tregaskisbrown.co.nz](mailto:carol@tregaskisbrown.co.nz)

04 499 9363

To check out the next available dates:

[www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)

**1/2**  
DAY

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

### 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

**\$450.00** (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.

**1/2**  
DAY

## Performance Goal Setting

Performance results from the application of a combination of knowing what is expected and leadership behaviours.

This half day workshop will ensure your staff know what is expected of them at work and to what measures of success they need to deliver to. Setting goals is not complex, this workshop will help you master goal setting and follow through effectively.

### **WHO WILL BENEFIT**

Managers, team leaders and supervisors who need to set objectives to achieve performance; which links to organisational goals. 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**

- The process of performance objective setting
- Getting agreement on objectives
- Crafting objectives to enable measurement
- Breaking down complex problems into manageable pieces
- Having an action focus for ongoing performance

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“People with goals succeed because they know where they’re going.” **E NIGHTINGALE**

### LEARNING OUTCOMES

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

- Prepare objectives using SMART techniques
- Critique objectives
- Take an action approach to sustaining performance

### INVESTMENT

**\$350.00** (excl GST)

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

### WORKSHOP DETAILS



9.00am to 12.00pm.



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

**\$700.00** (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.



# Creating Learning Materials

## CREATING ENGAGING SUPPORT MATERIALS

Adults have less time available to participate in learning due to their many responsibilities. The time they do spend working out how to use a new process or system must be viewed as a worthwhile investment. We know that the pressures of normal day-to-day tasks limit the adult learner's attention span. This workshop will help you create engaging, relevant learning aids so that learning time is shortened. Bring your project to the workshop and we can work collaboratively to create a great learning guide.

## WHO WILL BENEFIT

People who have been asked to create help guides, toolkits, on line materials, cheat sheets or handouts which teach team members about new products, processes or services. 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

- Adult learning – need to know > Support
- Criteria for great learning materials
  - > Clarity
  - > Inclusiveness
  - > Interest
  - > Relevance
- Types of learning aids and when to use them
- Common pitfalls to avoid
- Style: graphics and layout
- Getting feedback

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“Don’t let your learning lead to knowledge. Let your learning lead to action.” **J ROHN**

### LEARNING OUTCOMES

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

- Select the right type of learning aid to meet the audience need
- Estimate the time and effort required for creating materials
- Apply adult learning theory to the creation of learning aids
- Categorise the feedback and use it to refresh materials
- Produce materials using specific criteria and project constraints

### INVESTMENT

**\$700.00** (excl GST)

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

### WORKSHOP DETAILS



From 9.00am to 4.00pm



Fusion, Level 4, 85 The Terrace, Wellington.



For current dates see the website or get in touch.



## Facilitating for Results

Facilitating for Results will give you the skills to set up and run genuinely productive workshops.

Facilitating for Results is an intensive two-day workshop designed to give you a thorough grounding in the processes and models you need to become a confident and effective facilitator.

Through experience, you've probably got the facilitation basics right. But what about that upcoming workshop where you know your skills will really be put to the test?

### **WHAT DO FACILITATORS DO?**

In essence, facilitators help groups to do their best thinking.

Skilful facilitators look after how things are discussed so the group can focus on why they're there. Great facilitators:

- Guide how each topic is addressed, suitable to the purpose of the meeting
- Intervene appropriately to keep the group on task
- Know when to change tack – and do so seamlessly
- Steer the group successfully through complex parts of the discussion


### **WHO WILL BENEFIT**

Whether it's a decision-making forum, a consultation process, or a complex problem-solving workshop, this programme gives you the tools to plan and manage these well.

### **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 to problems together.

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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 course 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

**\$1,400.00** (excl GST)

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

### 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



# 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



“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

**\$450.00** (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.



# Risk Management

## **THE RISK MANAGEMENT WORKSHOP DIFFERENCE**

This half day workshop will introduce risk management techniques. It will provide guidance and techniques to identify, evaluate and treat risks, whether they are project or business risk. This workshop explains the forecasting and evaluation of various types of risks together with the identification of procedures to avoid or minimise their impact.

## **WHO WILL BENEFIT**

Project Managers, team leaders anyone who needs to monitor and review risk registers. Those that are tasked with identifying and recording risks. 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**

- Establishing the risk context
- What is risk? Types of risk
- What is an issue, or assumption?
- The seven steps to risk management (ISO 13000)
- Using a risk matrix
- Evaluating and treating risk
- Control and monitoring techniques
- Reporting





“Risk comes from not knowing what you are doing.”

WARREN BUFFET

### LEARNING OUTCOMES

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

- Identify risks and assess them against a risk matrix
- Prepare risk registers
- Employ mitigation techniques appropriate to the risk
- Modify templates for risk communication and follow through

### INVESTMENT

**\$350.00** (excl GST)

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

### WORKSHOP DETAILS



9.00am to 12.00pm.



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

**\$1,400.00** (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



# Policy Project Management Skills

## THE POLICY PROJECT MANAGEMENT DIFFERENCE

The Policy Project Management Workshop is a two-day workshop covering the nuts and bolts of managing a policy 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.

## WHO WILL BENEFIT

The Policy Project Management Workshop is perfect for policy analysts, those engaged in policy development or stakeholders contributing to the project.


## 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
- Policy 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
- Policy projects: stakeholder analysis techniques
- Product-based planning
- Sequencing and identifying tasks
- Estimating and producing a project schedule
- Understanding and using the Triple Constraints Triangle
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- Closing a project

[www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)



“Vision without action is a dream. Action without vision is simply passing the time. Action with Vision is making a positive difference.” **JOEL BARKER**

### LEARNING OUTCOMES

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




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

### INVESTMENT

**\$1,400.00** (excl GST)

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

### WORKSHOP DETAILS

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-  Fusion, Level 4, 85 The Terrace, Wellington
-  For current dates see the website or get in touch

A blurred background image showing several people in a meeting or workshop setting. The image is overlaid with a semi-transparent purple rectangle containing text.

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

[info@tregaskisbrown.co.nz](mailto:info@tregaskisbrown.co.nz)

04 499 9363

To check out the next available dates:

[www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)



### **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.



Tregaskis Brown Ltd  
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