



SAVE \$1,000
Retainer Clients
ONLY!

Leading & Managing Teams

Maximise your leadership ability and enjoy the positive impact on the business and overall culture!

CONTACT US NOW!



1300 312 502



training@theprovengroup.com.au



The Lake View Hotel
22 Wendouree Parade,
Lake Wendouree



~~\$4,950~~ + GST pp

Pay just \$3,950 + GST pp



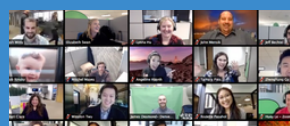
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9.00am - 4.30pm AEST

www.TheProvenGroup.com.au

The program includes:



5 Trainings Sessions Monthly
Full Day per Session



Full course materials & tools
Able to use within business



2 Individual Mentoring
Sessions

Who is this program for?

- New leaders and managers wanting to develop practical leadership and management skills
- Experienced leaders and managers wanting to enhance their skills

What's covered in the program?

1

DAY 1: LEADERSHIP VS MANAGEMENT; WHAT'S THE DIFFERENCE?

- Understanding Leadership & Management
- The role of the team leader and manager
- Learn the different management styles
- Develop the skill of Giving and Receiving Feedback
- Effective Communication



2

DAY 2: CREATING & COMMUNICATING PERFORMANCE STANDARDS

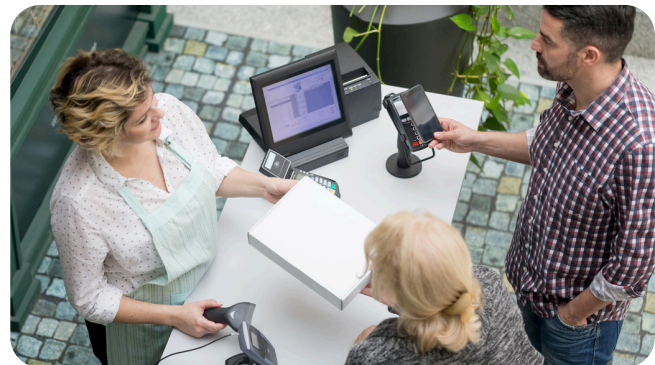
- Understand the importance of role clarity and how to inspire discretionary effort through effective
- Performance Counselling
- Learn key time management tools to master productivity and minimise stress



3

DAY 3: UNDERSTANDING & MANAGING BEHAVIOURS

- Complete your own DISC profile and use DISC to understand human behaviour
- Using Behavioural profiles in Recruitment
- Using DISC in the Performance Management and
- Team Building process



4

DAY 4: CONFLICT RESOLUTION

- Learn the nature and causes of conflict
- The 5 Conflict Resolution Styles
- The dialogue approach in Conflict Management
- Utilising the Ten steps in conflict resolution



5

DAY 5: EFFECTIVE TEAM MEETINGS

- How to run Effective Team Meetings through understanding & creating Purpose and Structure
- Effective Team Meetings: Handling the behaviour side of meetings
- How to address problem behaviours before they derail your meeting



Leading and Managing Teams Registration Form

2025 / 2026	Day 1	Day 2	Day 3	Day 4	Day 5
Ballarat Face to Face (Thurs) 2025	16 Oct	13 Nov	4 Dec	5 Feb 2026	5 Mar 2026
Ballarat (Thurs) 2026	26 Feb	26 Mar	23 Apr	21 May	18 Jun
Ballarat (Thurs) 2026	13 Aug	10 Sep	8 Oct	5 Nov	3 Dec

NB: An invoice will be raised and sent to you once registration is received.

Name:	Email:
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☐ Complete Program (5 days face to face)	☐ Day 1 – Understanding Leadership & Management ☐ Day 2 – Creating & Communicating Performance Standards ☐ Day 3 – Understanding & Managing Behaviours ☐ Day 4 – Conflict Resolution ☐ Day 5 – Effective Team Meetings
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~~\$4,950~~ + GST OR
~~\$1,200~~ + GST per module

Cancellation Policy:

Terms and conditions for training refunds require written notification of cancellation five working days prior to the course date and a 20% service fee will be charged to cover administrative costs. Later cancellations will incur a charge of 50% of the fee to cover lost revenue. Participants may be substituted at any point prior to commencement of the program at no additional cost.

**Just \$3,950pp +GST
retainer clients ONLY!**

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