



# Leading and Managing Teams

*In Person Program*



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

**CONTACT US NOW!**



1300 312 502



training@theproven  
group.com.au

## THE DETAILS



\$4950 (Ex GST) For entire course  
\$500 (Ex GST) per module  
(3 Hours)



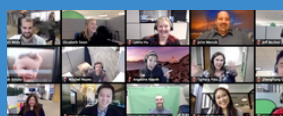
Ballarat, Geelong or  
Melbourne

[www.TheProvenGroup.com.au](http://www.TheProvenGroup.com.au)

**The Proven** group  
Great people Better results

**Developed Specifically for Franchised Businesses**

**The program includes:**



**5 Monthly Trainings Sessions**  
**1 Day per Session**



**Monthly Group Mentoring**  
**Sessions to Maximise**  
**Implementation & Results**



**2 Individual Mentoring**  
**Sessions**

**Who is this program for?**

- Leaders and Managers
- Business Owners



# What's covered in the program?

1

## **MODULE 1: LEADERSHIP VS MANAGEMENT; WHAT'S THE DIFFERENCE?**

Understanding Leadership & Management.  
The role of the team leader and manager.



2

## **MODULE 2: ARE YOU TAPPING INTO YOUR FULL MANAGEMENT POTENTIAL?**

Learn the different management styles.  
Develop the skill of Giving and Receiving Feedback.



3

## **MODULE 3: IS YOUR TEAM PERFORMING AT 100%?**

Understand the importance of role clarity and how to inspire discretionary effort through effective Performance Counselling.



4

## **MODULE 4: IS TIME SLIPPING AWAY FROM YOU FASTER THAN EVER?**

Learn key time management tools to master productivity and minimise stress.



5

## **MODULE 5: HOW WELL DO YOU KNOW YOURSELF & OTHERS?**

Complete your own DISC profile and use DISC to understand human behaviour. Using Behavioural profiles in Recruitment.



6

## **MODULE 6: ARE YOU OPTIMISING DIFFERENT PERSONALITIES ON YOUR TEAM?**

Using DISC in the Performance Management and Team Building process.

7

## **MODULE 7: HOW GOOD ARE YOU AT DIFFUSING CONFLICT?**

Learn the nature and causes of conflict & different conflict resolution Styles.

8

## **MODULE 8: DO YOU HAVE THE TOOLS TO DEAL WITH CONFLICT?**

The dialogue approach in Conflict Management and utilising the Ten steps in conflict resolution.

9

## **MODULE 9: DO YOUR MEETINGS LACK STRUCTURE & OUTCOMES?**

How to run Effective Team Meetings through understanding and creating Purpose and Structure.

10

## **MODULE 10: POOR BEHAVIOUR IN MEETINGS? HOW DO YOU HANDLE IT?**

Effective Team Meetings: Handling the behaviour side of meetings. How to address problem behaviours before they derail your meeting.