

## BOSS GROUP TRAINING CALENDAR 2009/10

|  | Sep<br>2009         | Oct<br>2009                                       | Nov<br>2009                        | Dec<br>2009        | Jan<br>2010 | Feb<br>2010                     | Mar<br>2010         | Cost     |
|--|---------------------|---|------------------------------------|--------------------|-------------|---------------------------------|---------------------|----------|
| <b>Effective Induction</b> —the quality of your staff induction says more about your managerial style and company culture than you think. Suitable for managers, team leaders, or anyone who is responsible or involved in delivering induction to new employees.  |                     | 20th (PM)<br>Masterton                            | 11th (PM)<br>Napier                |                    |             |                                 | 24th (AM)<br>Napier | \$200.00 |
| <b>Managing Change</b> —Managing people change is a critical skill in today's world of rapid and continuous change. Suitable for managers, team leaders, or anyone who is leading employees through change.  |                     |   | 24th and<br>25th (AM)<br>Masterton |                    |             | 10th and<br>11th (PM)<br>Napier |                     | \$350.00 |
| <b>Effective recruitment</b> —Develop your skills in recruiting staff. Understand the skills and techniques essential to successfully selecting staff. Suitable for anyone whose jobs require them to take part in selecting staff.  |                     | 20th (AM)<br>Masterton                            | 19th (PM)<br>Napier                |                    |             | 17th (AM)<br>Napier             |                     | \$200.00 |
| <b>Communication skills</b> — Understand your own and others communication preferences. How is being assertive different from being aggressive? Participants complete a pre-assessment prior to participation.   | 16th (PM)<br>Napier |   | 24th (PM)<br>Masterton             | 9th (AM)<br>Napier |             |                                 |                     | \$350.00 |
| <b>Planning for success</b> — review your current practices as a performance manager and gain an understanding on the principles of managing poor and good performance.  |                     | 21st (PM)<br>Masterton                            |                                    |                    |             |                                 | 17th (AM)<br>Napier | \$200.00 |
| <b>Practical work policies</b> — There are a vast array of policies that you could have in your workplace—but what do you really need? Suitable for small to medium business owners who want to know what they need and how to implement it.   |                     | 14th (PM)<br>Napier<br><br>21st (PM)<br>Masterton |                                    |                    |             |                                 |                     | \$200.00 |
| <b>Successful leadership skills</b> —Contrary to popular opinion, leaders are not born, they are made. Leadership is a skill that you can cultivate, not an exclusive quality that some people are born with.<br><br>Attend this interactive and practical leadership course and return to your organisation with renewed focus, energy and vision as a highly effective leader.<br><br>The course will be complemented by one-on-one coaching and is designed to provide advice and guidance on transferring the skills you have learned into the workplace |                     |   | 5th and<br>6th<br>Napier           |                    |             |                                 |                     | \$800.00 |
| <b>Interviewing 101</b> —What questions should I ask? Interviewing can be as stressful for candidates as for the interviewer. Interviewing 101 will show you how to design questions to get the right information from a candidate, when you should use tests and how to use reference checks. These short sessions are held outside of normal business hours and also provide an opportunity for participants to network with other businesses  |                     |   | 10th<br>5.30pm<br>Napier           |                    |             | 23rd<br>5.30pm<br>Napier        |                     | \$20.00  |



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## Registration Information

### Certificates

A certificate will be issued on completion of a seminar.

### Cancellations – Transfers – Refunds

We require three clear working days notice of a cancellation to allow for a full refund or transfer to another course. Registrations that are cancelled with less than three working days notice will not be eligible for a transfer or refund, but participants will receive the handout material. Substitute participants are always welcome.

Unless such notice is given, **full course fees are payable and refunds will not be given.**

Should a course fail to attract a minimum number of participants, we reserve the right to cancel it, in which case participants will be advised through the contact person listed on the application.

### Special Needs

Should participants have any special requirements such as wheel chair access, please advise us in advance so that we can make appropriate arrangements.

### Dietary Considerations

Where participants have any special dietary restrictions due to health or religious belief, could we please be advised at the application stage so that our caterers can be informed well in advance.

### Alterations

Dates are subject to alteration due to unforeseen circumstances.

### Chamber of Commerce Members

A discount of 10% to seminars

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## BOSS Group Training Booking

|                 |       |                 |       |
|-----------------|-------|-----------------|-------|
| Company         | _____ | Contact Name    | _____ |
| Postal Address  | _____ | Telephone       | _____ |
| Fax             | _____ | Email           | _____ |
| Street Address  | _____ | Training Date   | _____ |
| Venue           | _____ | Seminar         | _____ |
| Participant (1) | _____ | Participant (2) | _____ |
| Participant (3) | _____ | Participant (4) | _____ |

Where seminars become oversubscribed all attempts will be made to arrange additional dates.

### Payment Methods

cheque - please pay on invoice

direct credit – BOSS Group 02 0534 183892 02

#### NOTE

1. an invoice will be issued upon confirmation of your booking
2. payment is due within 7 days of invoice or 7 days prior to training (whichever is earlier)

Your Order Number \_\_\_\_\_

**Fax: (06) 834—0593**  
**Email: [tracey@bossgroup.co.nz](mailto:tracey@bossgroup.co.nz)**