

BOSS Group Ltd Training Programme



2009-2010



BOSS Group Ltd Dickens House Level 1 100 Dickens Street Napier 4140 postal PO Box 1010 Napier 4140

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Communication Skills

Understand your own and others communication preferences. How is being assertive different from being aggressive?

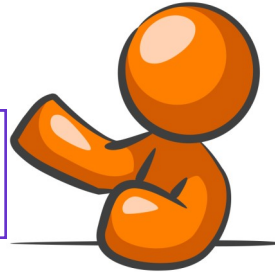
Interpersonal communication is truly an art, but it's also a science. The science of clear communication, active listening, persuasion and collaboration is easy to teach, but hard to learn.

During the workshop participants get to know themselves, how they act (or react) in various situations, and where they are effective or ineffective as communicators. We teach them the science of interpersonal communication, and we coach them on becoming more effective as communication artists.

Participants complete a pre-assessment prior to participation.

\$350.00 including GST

Chamber of Commerce members 10% discount



Date	Time	Venue
16th September 2009	12.30-4.30pm	BOSS Group, Napier
24th November 2009	1-5pm	Masterton
9th December 2009	9am-1pm	BOSS Group, Napier

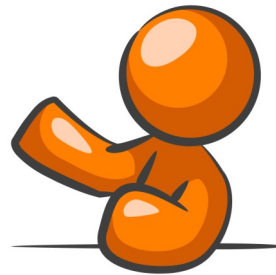
Managing Change

Managing people change is a critical skill in today's world of rapid and continuous change.

Employees do not have a responsibility to manage change - the employee's responsibility is no other than to do their best. Responsibility for managing change is with management - they must manage the change in a way that employees can cope with it. The manager has a responsibility to **facilitate** and **enable** change, and all that is implied within that statement. Increasingly the manager's role is to interpret, communicate and enable - not to instruct and impose..

Suitable for managers, team leaders, or anyone who is leading employees through change.

\$350.00 including GST
Chamber of Commerce members 10% discount



Date	Time	Venue
5th and 6th August 2009	9am-1pm	BOSS Group, Napier
24th and 25th November 2009	8am-12pm	Masterton
10th and 11th February 2010	12.30-4.30pm	BOSS Group, Napier

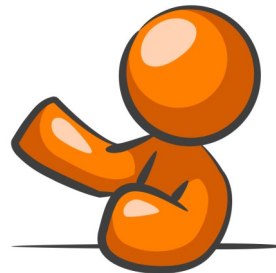
Word 2003 Introduction

This comprehensive beginning course in Word 2003 aims to give you sufficient skills to get started with Microsoft Word in just one day. You will learn how to manipulate text in order to create professional looking documents and be shown how to use the mouse and keyboard equivalents to access the different features of Microsoft Word.

Prerequisites

Windows Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
18th June 2009	9am-4pm	Napier
19th August 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



Word 2003 Intermediate

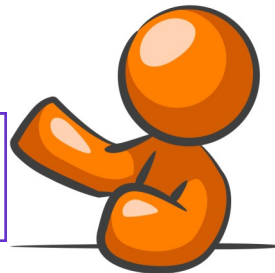
This in-depth course goes beyond Word's basic features. You will learn easy ways to create documents through the use of templates and be able to format your documents consistently and with ease using styles.

The main aim of the course is being able to prepare eye-catching and professional documents where headers and footers are used, page numbering, tables and columns.

Prerequisites

Word 2003 Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
15th July 2009	9am-4pm	Napier
17th September 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



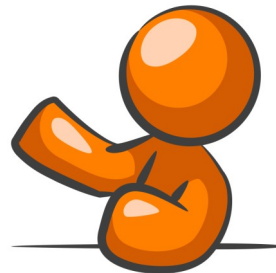
Word 2003 Advanced part one

This course is designed for those who will be using Word on a daily basis to create both simple and more complex documents. Time saving features such as styles, macros and templates are shown along with the use of bookmarks, cross references, fields, footnotes and endnotes, creating a table of contents and an index which will all aid in producing that excellent quality report. Finally, you will learn how to produce both printed and online forms.

Prerequisites

Word 2003 Intermediate or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
27th August 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



Word 2003 Advanced part two

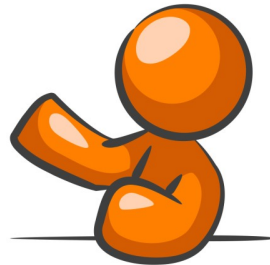
This course is designed for those who will be using Word to create more complex documents. After completing the course you will be able to insert and modify charts and graphics and create drop caps and watermarks.

Understand better how to handle lengthy documents and work within a group more efficiently by using the master document feature, sharing documents, tracking changes to documents and working with different document versions. You will also learn how to import and export files, paste, link and embed information and work with data in tables. Finally, you will be able to personally customize your toolbars and menus and assign shortcut keys.

Prerequisites

Word 2003 Intermediate or equivalent knowledge.

\$280.00 including GST



Date	Time	venue
TBA	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



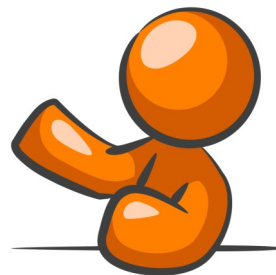
Word 2007 Introduction

This comprehensive beginning course in Word 2007 aims to give you sufficient skills to get started with Microsoft Word in just one day. You will learn how to manipulate text in order to create professional looking documents and be shown how to use the mouse and keyboard equivalents to access the different features of Microsoft Word.

Prerequisites

Windows Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
24th September 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



Word 2007 Intermediate

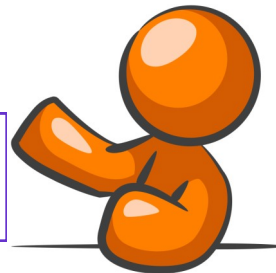
This in-depth course goes beyond Word's basic features. You will learn easy ways to create documents through the use of templates and be able to format your documents consistently and with ease using styles.

The main aim of the course is being able to prepare eye-catching and professional documents where headers and footers are used, page numbering, tables and columns.

Prerequisites

Word 2007 Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
29th July 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



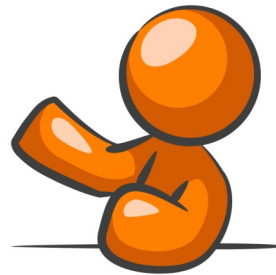
PowerPoint 2003

This course is designed to provide users with the basic skills necessary to make effective presentations in PowerPoint 2003. They will learn how to work with the text, create and modify graphic objects, view and manage the slides and finally run a slide show.

Prerequisites

Windows XP Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
24th June 2009	9am-4pm	Napier
18th September 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



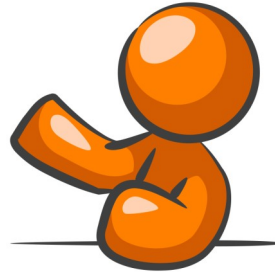
PowerPoint 2007

This course is designed to provide users with the basic skills necessary to make effective presentations in PowerPoint 2007. They will learn how to work with the text, create and modify graphic objects, view and manage the slides and finally run a slide show.

Prerequisites

Windows XP Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
1st July 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



Effective Induction

The quality of your staff induction says more about your managerial style and company culture than you think.

Induction is the vital first step in an organisation's training programme and serves a number of purposes:

To convey essential information about the job and the organisation

To develop realistic expectations and reduce uncertainty

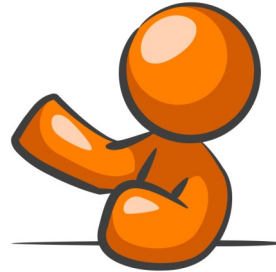
To reduce staff turnover

To save time and money

To relieve anxiety

Suitable for managers, team leaders, or anyone who is responsible or involved in delivering induction to new employees.

\$200.00 including GST
Chamber of Commerce members 10% discount



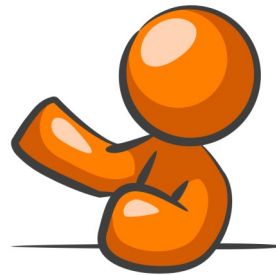
Date	Time	Venue
16th July 2009	9am-1pm	BOSS Group, Napier
20th October 2009	1-5pm	Masterton
11th November 2009	12.30-4.30pm	BOSS Group, Napier
24th March 2010	9am-1pm	BOSS Group, Napier

Effective Recruitment

Recruitment has always been key to organisations retaining their competitive advantage. Wrong selection of people can consume a measurable portion of an organisation's profits and can even lead to the closure of the business. So effective recruitment should not be about the luck of the draw.

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.

\$200.00 including GST
Chamber of Commerce members 10% discount



Date	Time	Venue
7th August 2009	9am-1pm	BOSS Group, Napier
20th October 2009	8am-12pm	Masterton
19th November 2009	12.30-4.30pm	BOSS Group, Napier
17th February 2010	9am-1pm	BOSS Group, Napier

Planning for Success

Performance appraisals, performance reviews, appraisal forms, whatever one wants to call them, let's call them gone! As a stand-alone, annual assault, a performance appraisal is universally disliked and avoided. After all, how many people in the organisation want to hear that they were less than perfect last year? How many managers want to face the arguments and diminished morale that can result from the performance appraisal process? If the true goal of the performance appraisal is employee development and organisational improvement, consider moving to a performance management system

Review your current practices as a performance manager and gain an understanding on the principles of managing poor and good performance.

\$200.00 including GST
Chamber of Commerce members 10% discount



Date	Time	Venue
14th July 2009	12.30-4.30pm	BOSS Group, Napier
21st October 2009	8am-12pm	Masterton
17th March 2010	9am-1pm	BOSS Group, Napier

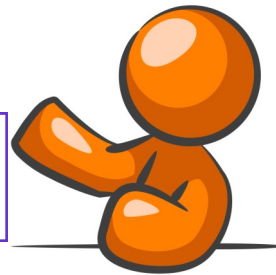
Practical Work Policies

Establishing workplace policies is important for a business of any size, as it sets clear boundaries, protecting both employees and employers.

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.

\$200.00 including GST
Chamber of Commerce members 10% discount



Date	Time	Venue
14th October 2009	12.30-4.30pm	BOSS Group, Napier
21st October 2009	1-5pm	Masterton

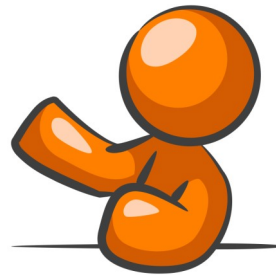
Excel 2003 Introduction

This introductory class aims to give you sufficient skills to get started with Microsoft Excel in just one day. You will learn how to handle text and data entry, use formulas to perform calculations, format your spreadsheets effectively and print the end result.

Prerequisites

Windows Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
5th June 2009	9am-4pm	Napier
6th August 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



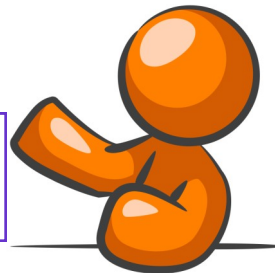
Excel 2003 Intermediate

This course builds on your current skills in using spreadsheets. You will learn how to use styles, custom formats and conditional formatting, perform more advanced calculations and work with multiple worksheets and workbooks. Excel's charting options are covered in depth learning how to create and edit charts; modify chart options and format chart objects.

Prerequisites

Excel 2003 Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
30th July 2009	9am-4pm	Napier
3rd September 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



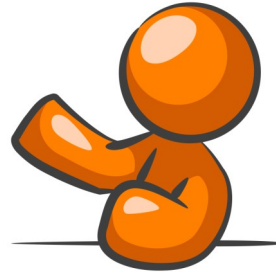
Excel 2007 Introduction

This introductory class aims to give you sufficient skills to get started with Microsoft Excel in just one day. You will learn how to handle text and data entry, use formulas to perform calculations, format your spreadsheets effectively and print the end result.

Prerequisites

Windows Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
2nd July 2009	9am-4pm	Napier
13th August 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



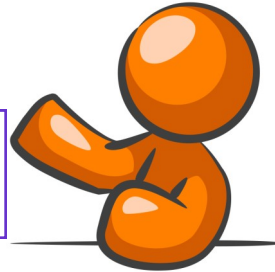
Excel 2007 Intermediate

This course builds on your current skills in using spreadsheets. You will learn how to use styles, custom formats and conditional formatting, perform more advanced calculations and work with multiple worksheets and workbooks. Excel's charting options are covered in depth learning how to create and edit charts; modify chart options and format chart objects.

Prerequisites

Excel 2007 Introduction or equivalent knowledge.

\$280.00 including GST



Date	Time	Venue
17th June 2009	9am-4pm	Napier
10th September 2009	9am-4pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training



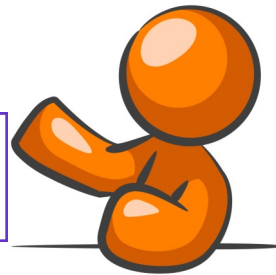
Outlook 2007

This half-day course introduces participants to the communication features of Microsoft Outlook and provides them with the skills necessary to make effective use of all the components available.

Prerequisites

Familiarity with the windows environment.

\$175.00 including GST



Date	Time	Venue
23rd June 2009	9am-12pm	Napier
25th September 2009	9am-12pm	Napier
One-on-one by request		Wairarapa

Presented by F1 computer training

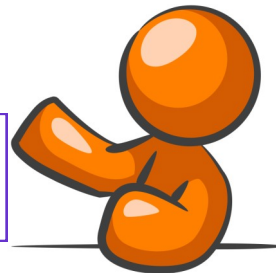


Coaching Club

Join progressions coaching club and get the skills of an experienced coach PLUS a team of supporters for a fraction of the cost of business or personal coaching.

This 10 week course will be commencing in July and running from BOSS Group's Boardroom.

\$250.00 including GST



Date	Time	Venue
Starting July	7.30-9pm	Napier

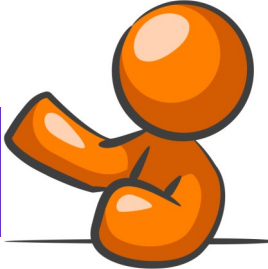
Presented by Progressions



In-house training

Our In-house Training Is 100% focused on your business. BOSS Group offers generic, tailored and customised courses in-house. In-house training ensures you get the training that meets your specific requirements.

Customised and tailored training allows your organisation flexibility in relation to content, structure and length of each course. Your organisation's culture can also be integrated into the course to increase effectiveness of learning.

	<input type="text" value="On request"/>	
Date	Time	Venue
On request		Nationwide

Cut here ✂

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) _____

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

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

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Talk to us today about
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running your business



boss GROUP

BUSINESS-ONE-STOP-SHOP

Ph 06 834 3071

**Level 1
Dickens House
100 Dickens St
Napier**

- Human Resources
- Recruitment
- Training
- Book-keeping
- Payroll
- Health & Safety
- Database Management
- Filing

**Booking form already used?
Don't worry, just give us a call!**