

How to be a successful manager from day 1

Soft skills for new managers

Thursday 25 March, 27 May, 29 July, 23 September | Kirrewur Court | 77 Prospect Road | Newtown

Becoming a Manager is a significant step in your career development. The excitement, pride and sense of achievement, however, can be shadowed by fear, anxiety and doubt as to whether you can do it.

This series of four sessions has been designed to keep the excitement alive and to support new managers in growing and developing themselves and their people. It is part of Geelong CPA's on-going commitment to the development and enhancement of the soft skills of professionals.

Session 1: Grow your career through networking

Thursday 25 March 2010
6.00pm – 9.00pm (Drinks and savouries)

The ability to network both internally within your organisation and externally with significant other people and associations is crucial for career and business success.

Networking is essentially not about making and sealing deals, marketing and selling. Rather it is about making connections with people and building relationships with them that can be mutually beneficial and supportive. It's a way to develop a strong personal brand, a profile and a reputation in people's minds that can become enormously significant in developing your career.

Session 2: How to successfully negotiate the first three months

Thursday 27 May 2010
12pm – 2pm (lunch)

On Friday you were a member of the team, but now it's Monday and you are the leader of the team. What's that feel like? How do your colleagues feel about you now? How to manage that transition within yourself and with your team is just the start of your new journey as their manager.

This session will look at the challenges new managers face and the pitfalls to avoid. It will address how to approach this first three months in such a way that at the end you have all your people doing what you want them to do, when you want them to do it – and liking it and you!

Session 3: How to get your people to work with you, not just for you

Thursday 29 July 2010
12pm – 2pm (lunch)

One of the greatest challenges for new managers is to be able to make the move from managing tasks to managing people. Today organisations don't just want their managers to get the job done whatever means they can, they want their managers to be able to motivate, inspire and empower their people. They want them to build loyalty, trust and commitment to the manager first of all, then to the organisation. They want the manager to support and develop their talented people so they will stay.

This session will address the skills new managers need to be able to engage their people. It will look at team building and giving feedback and recognition that motivates the team.

Session 4: How to be the CEO Of your own success

Thursday 23 September 2010
12pm – 2pm (lunch)

Having focused on developing your people, this final session will look at your on-going professional and business development.

The degree to which you successfully engage, motivate and inspire your people will depend on how you manage yourself. How do you manage time, deadlines, pressure and stress? How do you manage criticism, rejection and conflict? How do you bounce back from adversity? How resilient are you? What are your strengths and how do you use them to be a great manager? Are you a model for your team of good work/life balance?

Finally it will explore the types of support that can not only sustain you and build your confidence as a new manager but develop and enhance your skills, for example, coaching, mentoring, accountability partners, peer support groups, vision and goals groups.

EVENT DETAILS

Date/Time

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12pm – 2pm

Venue

Kirrewur Court
77 Prospect Road
Newtown VIC 3220

Cost

Members: \$45 per session
Non members: \$50 per session

RSVP

1 week before event.

2

PER SESSION: CLAIM UP TO
CPD hours

Yes, I would like to attend

How to be a successful manager from day 1

- Session 1 – 8101**
- Session 2 – 8109**
- Session 3 – 8110**
- Session 4 – 8111**

I am attending as a

- CPA member**
- Non member**

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Enquiries:

Roger Butcher FCPA
Geelong Branch Secretary

Phone: 5265 1478

How to register

Online:

Go to cpaaustralia.com.au/event
Enter the Event code **8101/8109/8110/8111**
and follow the prompts

Fax: 1300 658 156

Mail:

Event Registration
CPA Australia
Member Administration
GPO Box 2820
Melbourne VIC 3001

Tax invoice: Where an individual registration is for less than \$1000 (incl GST) this document becomes a tax invoice for GST purposes upon completion of payment. NOTE: Individual forms must be completed for each attendee. Please sign and date.

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Registration details

For additional registrants, or for sharing with your friends and colleagues, please feel free to photocopy this form.

Member Non-member Membership number

Title First name

Surname

Position

Organisation/Department

Address

Phone (Work)

Fax

Email

Signature

Date

I wish to pay by (V108101/8109/8110/8111)

- Amex
- Visa
- Mastercard
- Diners Club

Card number

Expiry date

Cardholder's name

\$

Amount (GST Inclusive)

Signature

Full payment required prior to event.