



ORGANISATIONAL DEVELOPMENT GROUP : YOUR TRAINING GUIDE TO BUSINESS COURSES IN 2007

NEGOTIATING WITH EXPERTISE

Description:

When your success relies on your ability to influence and persuade, this program will develop and enhance your expertise across all levels of communication. Whether you negotiate in the context of work within a team, with management, or in a more formally planned negotiation process, this well-crafted training is for those whose careers require a finely honed ability to negotiate and influence others.

Learning Outcomes:

- Using the language of influence and persuasion.
- Determining opponent team dynamics, values and roles.
- Noticing the multi-level motivations of each negotiator.
- Defining, planning and training the negotiation team.
- Building trust, rapport and relationships.
- Structuring to achieve tasks, objectives and outcomes.
- Noticing and interpreting non-verbal communication.
- Overcoming objections and obstacles.
- Winning, defining and exchanging concessions.
- Probing, timing, protocols and tactical strategies.
- Break deadlocks and avoid traps and pitfalls.
- Closing the deal and following up.

Duration:

3 days

Venue:

Mercure Hotel, 13 Spring St, Melbourne 3000

Dates:

July 11 -13
Sept. 12-14

Times:

Daily from 8.30am to 6.00pm

Investment excluding GST:

Full investment: \$2088+GST

Early bird: \$1870+GST [paid 8 weeks prior to start]

Group rate: \$1700+GST per person for 3+ from one organisation

TRAINING DYNAMICS

Description:

As a professional educator you are already good at what you do. Now you can enhance your skills and really stand out from the crowd. Combining peak performance training models, this course is highly practical and relevant for all trainers and facilitators looking to develop their skills, making a long term impact and difference to the people they train.

Learning Outcomes:

- Content framing to emphasize participant experience.
- Extend stage anchoring and platform skills.
- Best use of body, vocal variability, tempo and rhythm.
- Choose between a series of trainer styles and states.
- Develop advanced language patterns and metaphors.
- Use humour to deliver your message with maximum impact.
- Sharpen your coaching, debriefing and feedback skills.
- Motivate, calibrate, inspire, be resourceful in the moment.
- Identify and manage learning barriers, filters and patterns.
- Answer difficult questions elegantly, pacing out objections.
- Learning strategies and their application in training design.
- Chunking & sequencing; layering & nesting exercises.
- Dramatising beginnings, endings and benedictions.

Duration:

4 days

Venue:

Mercure Hotel, 13 Spring St, Melbourne 3000

Dates:

June 7-10
November 22-25

Times:

Daily from 8.30am to 6.00pm

Investment excluding GST:

Full investment: \$2370+GST

Early bird: \$2070+GST [paid 8 weeks prior to start]

Group rate: \$1818+GST per person for 3+ from one organisation

PROFESSIONAL PRESENTING

Description:

Even the finest public speakers get anxious and experience "butterflies". Now you can learn the secret of how to get your "butterflies" to fly in formation. Learn the craft of a successful presentation that determines the magic of your stage presence and allows you to leave a lasting impression. An intensive participative workshop enabling you to gain confidence

Learning Outcomes:

- Deliver your presentation with maximum impact.
- Think clearly under pressure.
- Gain a positive reaction from your audience.
- Gain vocal and postural strategies for success.
- Turn stage fright into stage craft and positive energy.
- Develop the joy of being watched.
- Learn universal language and magic formula stories.
- Own the identity of a top presenter.
- Build deep rapport with any size or type of group.
- Have fun while presenting.

Duration:

1 day

Venue:

Mercure Hotel, 13 Spring St, Melbourne 3000

Dates:

June 28
Sept. 11

Times:

Daily from 8.30am to 6.30pm

Investment excluding GST:

Full investment: \$550+GST

Early bird: \$500+GST [paid 8 weeks prior to start]

Group rate: \$450+GST per person for 3+ from one organisation

Organisational Development Group

www.todg.net

Associate Partner:

Holon Business Group Pty Ltd [ABN 51 995 120 560]

www.holonbusinessgroup.com.au

T: +61 3 9530 5700

F: +61 3 9530 5766

E: rita@holonbusinessgroup.com.au

E: rita@todg.net

Associate Partner:

LeaderVision Pty Ltd [ABN 66 838 738 515]

www.leadervision.com.au

T: +61 3 9482 5841

F: +61 3 9481 6219

E: office@leadervision.com.au

E: carolyn@todg.net

TERMS AND CONDITIONS: Investments stated are exclusive of GST. **Early bird dates** are strictly adhered to and only applicable if payment is completed 8 weeks prior to course commencement. **Group rates** apply when 3 or more people from any one organisation attend the same training on the same dates. **Registration** is available on-line or via phone, fax or email. Please secure your enrolment with a minimum deposit of 30% of investment as soon as possible. Arrangements for completion of payment can be made at that time. In the situation where an event is postponed, participants can reschedule to another course or get a full refund of monies paid. Refunds less 10% are offered if you cancel your enrolment in writing 14 days prior to course. The company reserves the right to retain the full fee for cancellations within 7 days. A Tax Invoice will be issued on request or upon receipt of payment.
Registration Form—available overleaf



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MANAGEMENT DYNAMICS

Description:

Successful management, whether as a manager in a large organisation or of your own business, significantly depends on your ability to influence, persuade and motivate others. Crucial to success is your ability in: Coaching, facilitating and mediating; Managing stakeholder concerns; Keeping your key clients happy; and Maintaining your supply chains. This highly practical training offers key skills for successful top level management.

Learning Outcomes:

- Enhanced communication in managing stakeholder concerns.
- Get your message across faster and more effectively than ever.
- Advanced communication tools and language precision.
- Manage and inspire others for better team performance.
- Coaching with high quality feedback that motivates; mediating differing points of view and facilitating outcomes.
- Move smoothly between management roles—for a consistent, efficient and profitable working life.
- New perspectives to better handle operational issues and expand on excellent customer and supplier relationships.

Duration:

3 days

Venue:

Mercure Hotel, 13 Spring St, Melbourne 3000

Dates:

May 9-11
Sept. 26-28

Times:

Daily from 8.30am to 6.00pm

Investment excluding GST:

Full investment: \$2050+GST

Early bird: \$1800+GST [paid 8 weeks prior to start]

Group rate: \$1650+GST per person for 3+ from one organisation

HIGH PERFORMANCE SELLING

Description:

An advanced training for sales professionals, going beyond anything you have previously learnt about selling. This sales program offers you skills and strategies to further improve your results and commissions. Learn how to inspire trust, elicit buying strategies and close a sale like never before—all in an easy-going conversational manner. This program provides advanced techniques and methods that will raise the bar on performance.

Learning Outcomes:

- Increase your sales effectiveness.
- Gain a set of proven tools and methods that enable you to turn a 'bad day' into a 'good day'.
- Greatly increase your powers of influence and persuasion.
- Increase your skill in moving smoothly between the roles of seller, negotiator and mediator as the need arises.
- Minimise objections and facilitate greater co-operation.
- Manage and motivate to gain excellent customer relationships.
- Achieve your highest outcomes; improve your results; increase your productivity; be a High Performer every day.

Duration:

3 days

Venue:

Mercure Hotel, 13 Spring St, Melbourne 3000

Dates:

August 17 -19

Times:

Daily from 8.30am to 6.00pm

Investment excluding GST:

Full investment: \$1790+GST

Early bird: \$1650+GST [paid 8 weeks prior to start]

Group rate: \$1450+GST per person for 3+ from one organisation

INTEGRAL LEADERSHIP

Description:

Focusing on the needs and demands of senior executives and offering a secure environment in which you can evaluate your leadership style in the company of your peers. This process driven course addresses the individual needs of leaders and discusses emergent leadership thinking, integral business philosophies and organisation effectiveness.

Learning Outcomes:

- **Increase personal and team performance through:** Effective persuasion; Effortless motivation; Transformational thinking; Practical implementation and Powerful strategies.
- **Managing change by:** Understanding consequences; Minimising time and cost wastage; Move from conflict to co-operation; Handle questions elegantly.
- **Gain a competitive advantage through:** Increased performance; Recognise and acknowledge informal leaders; New ways that deliver results.
- **Aligning team culture and business direction by:** Completing the **BusinessSCAN assessment**; Gain powerful insights into the use of this model; Enhance collaborative communication; Assess the current dynamics; Trigger adjustments.

Available:

This program is delivered only to groups within organisations. It is for people in Senior leadership and the program is tailored to the needs of the group. Because time is of the essence for any leadership group this course can be delivered in half day modules. A needs analysis will be conducted to ensure that expectations are met.

Investment:

Determined by needs and program chosen.

Registration for:

Program name

Name Company

E-Mail

Phone Mobile

Total Enclosed: \$ American Express Visa/M-card/B-card EFT Invoice

Credit Card Number: Amex ID: Expiry: Signature

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Program Dates:

- Full Investment Early Bird
 Group Rate—number in group
 Cheque Cash
 Name on Card

For information about our **consulting and mentoring services**, or for further details about courses featured here — Please Contact associate partners:

Rita Papadakis on +61 3 9530 5700
Carolyn Barratt on +61 3 9482 5841
Email: au@todg.net

www.todg.net