

## Registration Form

Please complete the registration and fax to IPWEAQ on 07 3632 6899 or Email to: [info@ipweaq.asn.au](mailto:info@ipweaq.asn.au)  
 Not a member? Take advantage of the best possible rates and receive regular updates - join IPWEAQ now!  
 Confirmation of registration and further details will be advised prior to the Program  
 This form may be used as a Tax Invoice  
 Please tick if you do not wish to receive information from IPWEAQ

Member

Name: .....Position/Title: .....Yes/No

Council/Organisation:.....

Mailing Address: .....

Phone: ..... Fax: ..... Email: .....

Location and Date of Program: .....

All prices include GST

Payment for:	IPWEAQ Member	Non Member	Total Amount (inc GST)
Registration	\$790.00	\$890.00	\$.....
Discount Registration*	\$740.00	\$840.00	\$.....

Payment Details: IPWEAQ ABN: 84 244 523 855

Cheque Mastercard Visa Purchase Order No: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry: \_\_\_\_ / \_\_\_\_ A fee of 1.5% will be added to your payment for Mastercard or Visa

Name on Card: .....

Signature of Card Holder: .....Total charge \$ .....

Email address for Credit Card receipt: .....

Direct Deposit BSB: 084 123 Account # 205038440 - Reference LIP & surname

### Cancellation Policy

Cancellations received less than one week prior to a training program will incur \$200.00 inc GST administration charge. Substitutions may be made, however, advice of substitutions must be received three days prior to each program. Non attendance on the day will incur full fees.

Institute of Public Works Engineering Australia  
 Queensland Division Inc



# Leadership in Practice (Supervisors & Graduates)

IPWEAQ Self Management  
 LEADERSHIP DEVELOPMENT PROGRAM

CPD points for CPEng & RPEQ = 12 hours



Educates > Represents >  
 Connects > Leads >



Enquiries:  
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## Meet your facilitator



### Gary Waters

Gary Waters is a widely experienced general manager and performance consultant to business, government and non-profit organisations as well as having fulfilled senior and executive management roles and board positions in private and public companies and not-for-profit organisations. He is consultant, training facilitator, coach and mentor for business leaders and entrepreneurs.

Gary is also the Founder of *IntegrityCare* which is a humanitarian development organization that eliminates poverty through small business development among the chronic poor developing entrepreneurs and community leaders. He has an earned Doctorate in International Development.

Gary runs his own business consulting practice specialising in turning around underperforming businesses, building entrepreneurs and developing business leaders. He has held senior executive roles in franchising, project management, retail, logistics and business education sectors.

Through his international involvement, he is articulate and comfortable in communicating to a group of any size or to an individual in any position. His clients have included local, national and international corporations, community organisations, educational bodies and government departments.

He describes himself as a catalyst for others to achieve their potential.



The IPWEAQ Leadership in Practice - Supervisors is a two-day interactive workshop designed to provide familiarity with a broad range of supervisory related skills and knowledge. It has been designed primarily to address the needs of new supervisors, however, the workshop will prove useful for experienced managers and supervisors as well.

During the workshop participants will look closely at tasks considered critical for all highly competent supervisors. These include planning, problem solving, decision making, managing conflict in the workplace, negotiation, working with change and also refresh personal and group communication skills. A range of other areas will also be covered.

Central to this workshop will be in depth discussion on real workplace situations brought to the course by the facilitator and the participants. All participants will leave on an action plan to address individual development issues and will be offered post course online coaching by the facilitator.

This workshop can be tailored to meet the specific needs of groups if required.

### Daily Program Structure

8.30am Registration  
 9.00am Introduction  
 10.00am Morning Tea  
 12.30pm Lunch  
 3.00pm Afternoon Tea  
 4.30pm Day Close



### Section 1. Understanding Leadership and Management

- 1.1 Provide leadership in the workplace
- 1.2 Leaders ... made or born?
- 1.3 Maintaining the edge
- 1.4 Transformational leadership
- 1.5 Influence individuals and team positively
- 1.6 Exercising authority  
Achieving through self awareness
- 1.7 Manage personal work priorities and professional development
- 1.8 Establish personal work goals
- 1.9 Set and meet own work priorities
- 1.10 Develop and maintain professional competence
- 1.11 Planning to win
- 1.12 Improving results via better time management
- 1.13 The value of time
- 1.14 Managing your time and the time of others
- 1.15 Maximising time – tips for success

### Section 3. Communication

- 3.1 Structured communication
- 3.2 Communication models
- 3.3 Using communication to manage relationships
- 3.4 Gaining the edge through communication
- CULTURE – IT'S WHAT KEEPS PEOPLE COMING TO WORK
- 3.5 Culture – the theory
- 3.6 Diversity and culture – embracing the differences
- 3.7 The ground rules of culture
- 3.8 The reasons that some teams behave poorly
- 3.9 Maintaining a robust culture
- CHANGE – IT'S INEVITABLE
- 3.10 Improving attitude to change
- 3.11 Change = opportunity
- 3.12 Managing change in our personal and professional life

### Section 2. Leading Teams

- 2.1 Understanding attitude
- 2.2 Participate in, lead and facilitate work teams
- 2.3 Participate in team planning
- 2.4 Develop team commitment and cooperation
- 2.5 Manage and develop team performance
- 2.6 Participate in, and facilitate the work team/group

### Section 4. Leading Change

- 4.1 Understanding attitude
- 4.2 Participate in, lead and facilitate work teams
- 4.3 Participate in team planning
- 4.4 Develop team commitment and cooperation
- 4.5 Manage and develop team performance
- 4.6 Participate in, and facilitate the work team/group

### Section 5. Problem Solving and Decision Making

- 5.1 The responsibility of the leader
- 5.2 Decision making
- 5.3 Problem solving
- 5.4 Risk – it's a good thing, it only needs to be managed
- EFFECTIVE DELEGATION AND EMPOWERMENT
- 5.5 Understanding delegation/ empowerment
- 5.6 Delegation versus empowerment
- 5.7 Levels of delegation
- 5.8 Empowering others
- 5.9 Feedback and performance
- 5.10 Upward delegation

