

THE MOMENTUM SERIES

These are turbulent times for staff across all levels of government - state, local and commonwealth - as well as government owned corporations in all these jurisdictions. Over the past 15 years, we have never before witnessed such a level of simultaneous change - in budgets, staffing, structures and programs - across so many different organisations.

In response to these challenges, we've developed a special program of short seminars designed to assist staff and managers to maintain positive and productive momentum during times of change.

Budgets are tight so we are running the program on a cost recovery basis with additional discounts for those who pay personally. See below for the sessions for individuals and check over the page for our program of 5 sessions for managers and team leaders.

KEEPING YOUR CAREER ON TRACK IN A CHANGING PUBLIC SECTOR

For individuals who face the termination of temporary contracts, a return to substantive positions or just reduced career opportunities, it can be a demoralising time. There are strategies that can help you manage the situation, minimise the negatives and even find new career options.

Session 1: Dealing Constructively With Uncertainty and Change

This brief session focuses on managing the personal impacts of uncertainty and constant change, with tools and approaches for building your own personal resilience and strategies for navigating change.

Session 2: Career Development

We will focus on practical steps to follow if you are leaving a temporary role or returning to your substantive position. This includes strategies that will help you plan for and achieve a positive future. We'll cover the five most common mistakes people make in preparing their resume (for government or private sector roles).

Resume Review

We will also have experienced consultants on hand to provide you with some quick feedback on your current resume. You can book a free 15 minute appointment for resume review when you register for the Career Development seminar. **NOTE – limited spaces available**

PROGRAM DETAILS

SESSION 1

Wednesday 13 June 2012

Time: 9.00am to 10:30am

Fees: \$59 (or \$49 if paying personally)

SESSION 2

Wednesday 13 June 2012

Time: 11.00am to 12:30pm

Fees: \$59 (or \$49 if paying personally)

Enrol for both Sessions (same person, same day) at a discounted rate of \$95 (or \$75 if paying personally). Register early for a free 15 minute quick resume review after Session 2. All prices include GST.

REGISTRATION

REGISTER NOW at

www.meritsolutions.com.au

OR email to training@meritsolutions.com.au

'Presenter facilitated in warm, convincing, friendly and professional manner – Best workshop I've ever attended. Relevant, applicable, valued! Everything!!'

"The clear messages you articulated in the course really assisted me in conceptualising what it takes to be successful"

SUSTAINING OUTCOMES IN A CHANGING PUBLIC SECTOR

Doing more with less has been the management mantra of the last decade. Many organisations are now facing a whole new world of resource constraints which require a quick and effective response in order to maintain critical service delivery without compromising staff well-being. This series of five short seminars is designed to provide managers with some practical tools that will assist them to maintain focus and outcomes in this changing environment.

Session 1: Keeping Your Team Productive Through Change

This brief session provides tools and approaches which enable managers and team leaders to assist their staff to deal constructively with uncertainty and maintain productivity during organisational change.

Session 2: Developing a High Performance Team Culture

Sometimes adversity can unleash creativity and positive energy. We present proven strategies that managers can use to build and sustain a high performing team.

Session 3: Workload Management

We focus on practical tools and strategies that will assist teams to take a realistic look at workloads and priorities and develop effective strategies for rationalising demands. We reinforce the role of the manager in meeting their duty of care responsibilities while delivering outcomes.

Session 4: Performance Conversations

In times of resource constraints, it is even more critical to deal with poor performance. This session provides practical ideas and guidance that will assist managers to manage performance and give effective corrective feedback.

Session 5: Learning and Development with a Limited Budget

When options for career progression are reduced and resources are tight, learning and development becomes even more important as a tool for maintaining morale and motivating staff. We present strategies to integrate learning and development into your workplace management at no or low cost.

PROGRAM DETAILS

SESSION 1

Thursday 14 June 2012

SESSION 2

Brisbane Tuesday 17 July 2012

SESSION 3

Brisbane Wednesday 1 August 2012

SESSION 4

Brisbane Tuesday 21 August 2012

SESSION 5

Brisbane Wednesday 5 September 2012

All sessions run from 9:00am to 11:00am.

PROGRAM FEES

One session - \$110 (or \$90 if paying personally)

Book for all **5 sessions** at the discounted rate of \$395 (or \$295 if paying personally).

REGISTRATION

REGISTER NOW at
www.meritsolutions.com.au

OR email to training@meritsolutions.com.au

For more information, ring 3220-1166 or check our website.

"The key messages delivered in a short timeframe were excellent. Packed a lot of information into 2 hours"

"Provided me with invaluable knowledge which will be put to use for the rest of my career"