



REGIONAL TRAINING PROGRAMS 2020 JANUARY - DECEMBER

PEOPLE STILL AT THE CORE

In the blur of technology, people remain core to the success of every organisation.

Rather than advances in automation diminishing the role of people, the latest research magnifies the need for organisations to have a highly skilled, emotionally intelligent and committed workforce.

Enhance your skills and knowledge, improve performance at work and fulfil your ambitions both at work and in your personal life.

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You asked we listened... AIM WA is very proud to launch its Regional Training Programs in 2020. As part of our commitment to delivering skills development into regional WA we have hand selected some of our key programs and have partnered with your local venues to bring these programs to you. Now you can look forward to experiencing AIM WA learning locally.

PROJECT MANAGEMENT FUNDAMENTALS

Lay the foundation of project management processes

Are you new to project management? Gain insight into the discipline and what is required to manage projects from a team member's perspective through an understanding of the ten project management knowledge areas and the project lifecycle.

Using a supporting case study, you will work through the basic project management processes and discuss how these processes relate back to your own workplace experiences.

Why attend?

- Plan the different stages of a project
 - Project initiation - define the project purpose and charter, identify stakeholders and communication needs, develop a project management plan including budgets, allocation of resources and timing
 - Project execution - manage performance, monitor quality requirements and control project scope, including scope creep
 - Project close - evaluation and finalisation of the project
- Learn a number of project management tools and techniques to effectively manage your own projects within the workplace.

Who should attend?

People who are new to project management, or have little experience or knowledge in managing projects including project team members. Also, operational people with project management as part of their role or team leaders.

Program Details:

- 🕒 2 days
- 🕒 9.00am - 4.30pm
- 💰 \$1290 Non Member
\$1097 Corporate Bronze/Professional Member
\$1032 Corporate Silver
\$968 Corporate Gold

NEW SUPERVISOR

Fundamental skills for those new to the role of supervision

Supervisors who attend this popular and fundamental training program become much more effective and productive in their role. They also have fewer problems within their workplace because they are sensitive to what motivates their staff, are better at solving problems and have improved leadership skills.

Effective introductory training enables supervisors to reach their optimum level of effectiveness faster than those who simply learn on-the-job or are 'thrown in at the deep end'. This program explores the relationships between supervisor and worker. It shows group or team leaders the functions of effective groups or teams and how to weld together concerns of task, team and individual to achieve identified objectives.

Why attend?

- Recognise human factors affecting the supervisor's role
- Identify and apply key human resource skills in communication, motivation and delegation
- Manage and resolve interpersonal and intergroup conflict as well as performance consequences
- Learn how to select and apply appropriate leadership skills to various situations
- Support your organisation's broader operational plan through your newly acquired supervisory skills.

Who should attend?

Recently appointed or potential supervisors who need to develop an understanding of the key elements of the role. The program may also be suitable for others without formal supervisory training, aspiring to be a more successful team leader or to fulfil a supervisory or mentor role within their area.

Program Details:

- 🕒 2 days
- 🕒 9.00am - 4.30pm
- 💰 \$1290 Non Member
\$1097 Corporate Bronze/Professional Member
\$1032 Corporate Silver
\$968 Corporate Gold

MANAGE PEOPLE PERFORMANCE

Bring out the best in individuals and your team

The key component in effective performance management is communication. Communication between all levels is required for people to identify how their role fits into the organisation's direction. Using contemporary case studies, this program challenges you to make managing performance beneficial to both employer and employee.

Why attend?

- Explore different approaches to performance management
- Understand how to monitor and review the performance of individuals, including those who are underperforming
- Learn the art of delivering feedback in a constructive and helpful way
- Identify good performance standards of both individuals and teams as a whole
- Build and support commitment within the team.

Who should attend?

People who have responsibility to manage the performance of staff who report to them directly and those who are part of the leadership team, including frontline managers and team leaders.

Program Details:

- 🕒 1 day
- 🕒 9.00am - 4.30pm
- 💰 \$755 Non Member
\$642 Corporate Bronze/Professional Member
\$604 Corporate Silver
\$566 Corporate Gold

LEAN

The philosophy and implementation of Lean concepts

Lean systems improve process flow, eliminate waste, reduce delays and improve productivity. The principles of Lean apply across all industries and within both the public and private sectors. Effective implementation of the Lean concepts can help your organisation achieve just-in-time delivery and shorten lead times.

Why attend?

- Gain an understanding of Lean concepts; how to identify and eliminate those activities within your organisation that consume resources but add no value
- Explore the five principles of Lean and how they interrelate to create a continuous cycle of improvement
- Define value from the customer perspective then learn the art of value stream mapping and how to apply it to your organisation
- Diagnose the main areas of waste in your business processes and develop practical approaches to eliminate the waste
- Use Lean concepts to speed up the delivery of goods and services to the market and reduce time delays in responding to customers.

Who should attend?

Business process owners, production and operational personnel and other managers responsible for overseeing processes and operations that need improvement.

Program Details:

- 🕒 2 days
- 🕒 9.00am - 4.30pm
- 💰 \$1290 Non Member
\$1097 Corporate Bronze/Professional Member
\$1032 Corporate Silver
\$968 Corporate Gold

PROFESSIONAL PRESENTATIONS

Engage your audience with powerful presentations

This hands-on program provides the practical skills required to create highly effective and engaging presentations and deliver them with confidence and style.

Why attend?

- Better understand your audience and their needs
- Learn how to plan, prepare and deliver an effective presentation
- Examine delivery techniques and how to use aids effectively
- Demonstrate effective presentation and communication skills
- Build confidence to speak in both prepared and impromptu situations
- Evaluate the effectiveness of your presentations.

Who should attend?

Anyone responsible for presenting to peers, staff or clients and those seeking to acquire professional presentation skills.

Program Details:

- 🕒 2 days
- 🕒 9.00am - 4.30pm
- 💰 \$1290 Non Member
\$1097 Corporate Bronze/Professional Member
\$1032 Corporate Silver
\$968 Corporate Gold

PRESENTATION SKILLS

Enliven your presentations

This one day program helps deliver your presentation in an impactful way.

Why attend?

- What makes a successful presentation
- Knowing the audience learning styles and its needs
- Understand how to deliver a convincing message with impact
- Using aids effectively
- Enliven your presentations.

Who should attend?

Anyone responsible for carrying out business presentations.

Program Details:

- 🕒 1 day
- 🕒 9.00am - 4.30pm
- 💰 \$755 Non Member
\$642 Corporate Bronze/Professional Member
\$604 Corporate Silver
\$566 Corporate Gold



KARRATHA

PROG No.	PROGRAM TITLE	Mar	May	Jul	Sep	Nov
700	Project Management Fundamentals - 2 days	16-17	18-19	6-7	21-22	16-17
701	New Supervisor - 2 days	18-19	20-21	8-9	23-24	18-19
702	Manage People Performance - 1 day	20	15	10	25	13
703	Lean - 2 days		11-12	13-14		9-10
704	Professional Presentations - 2 days		13-14	15-16		11-12

BUNBURY

PROG No.	PROGRAM TITLE	Mar	June	Aug	Oct	Nov	Dec
710	Project Management Fundamentals - 2 days		22-23	17-18		30	1
711	New Supervisor - 2 days	4-5	24-25	19-20	14-15		2-3
714	Presentation Skills - 1 day		26		16		
712	Managing People Performance - 1 day			21			4
713	Lean - 2 days				12-13		

KALGOORLIE

PROG No.	PROGRAM TITLE	May	Aug	Oct
720	Project Management Fundamentals - 2 days	4-5		26-27
721	New Supervisor - 2 days	6-7	26-27	28-29
722	Manage People Performance - 1 day	8		30
723	Lean - 2 days		24-25	
724	Presentation Skills - 1 day		28	



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