

# One Day Professional Development Training



*This one day workshop explores the end to end processes of managing performance. Not only does it address annual performance management strategy but also best practice for day to day management. The systems and process will empower the team to perform at their best. gives leaders the techniques and strategies for more effective leadership .*

## **In this training, learning outcomes will include:**

- Different systems of performance management;
- How to communicate effectively for feedback, motivation or addressing concerns;
- Monitor & assess performance;
- Managing in the moment.
- Aligning values, goals and K.P.I's to the organisation;
- Working with people at different stages of their development
- Coaching Your Team
- Performance Management Improvement Plans

## **This training is ideal for anyone who:**

- Anyone who manages a team of people;
- Those that want to improve the organisational and communication skills;
- Organisations that wish to empower their staff;
- Small business looking to increase productivity.

**Cost:** \$1800 plus GST. Excludes room hire, catering or travel costs. If you require a customised training program to meet your personal needs, an additional fee will apply depending on the level of variation.

**Technical Requirements:** The client needs to provide internet, project, speakers and printed workbooks at their own cost. (AV equipment can be provided for an additional fee.)



**help's inside**  
THE HINWOOD INSTITUTE

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# WHAT PEOPLE ARE SAYING ABOUT THE HINWOOD INSTITUTE TRAINING



Some justifiably call me a control freak, and as I believe in setting the benchmark and never having engaged Barbara before, naturally I was nervous. What a waste of stress, Barbara was a true professional, constantly discussing and refining what I wanted and how I wanted the subject matter delivered.

The webinar was full of webinar newbies, including us. It was a tough gig with participants at first reluctant to join in. I can only describe Barbara's webinar in two ways:

1. Complete professionalism, brilliant delivery
2. Complete success

I am happy to recommend Barbara to deliver webinars and workshops.

**Phillip Loader, BECNT, General Manager**



Barbara has the capacity to explain complex topics simply. Always appreciate her flexibility and understanding of businesses diverse needs. She has a wealth of knowledge that converts to practical outputs.

**Sabina Vitacca, Mindfulness Consultant**



I attended a workshop Barbara facilitated. She is a warm and natural facilitator and brings her experience to the task at hand in a seamless manner. A pleasure to participate.

**Dr Joanna Henryks, Senior Consultant, Matrix on Board**



I attended a few of Barbara's talks about time management, procrastination, communication and planning. Her talks are interactive, highly motivating and fun. The business world needs more of these types of speakers.

**Stephanie Sugito, Administration & Management Assistant.**



We recently engaged Barbara to deliver and facilitate a 45 min workshop on Negotiation Skills. It was only a short session but some key phrasing and concepts were communicated in that time. [Participants] identified the Negotiation Skills workshop as one of the useful take-aways from the 3 day program. One of the attendees, 1 week later said that they had used some of

the learnt negotiation approaches the next day and it had had a successful result. Looking forward to being able to work with Barbara again on a longer session.

**Sally Clifford (no relation), General Manager, Matrix Consulting Northern Australia-Matrix on Board**



## More About Barbara Clifford (your facilitator)

***Barbara inspires others with her enthusiasm for making things easy.***

Barbara Clifford (The Time Tamer) is a co-founder of The Hinwood Institute. She is the lead trainer and coach in Time Management and she is a recognized leader in Stress Management.

An experienced coach, speaker, columnist and facilitator, Barbara's equips busy business leaders to make courageous decisions in pressure situations for the long-term benefit of their business, team and personal wellbeing. She's passionate about making order from chaos and transforming stress into a source of strength.

She has spent over 20 years working in stressful, time precious industries such as film, hospitality and marketing. Since then, Barbara has worked with small business, Not For Profits, Aboriginal Organisations, Media, Marketing, Aged Care, Universities, Health Services and Cruise Ships. She lives in the desert of Alice Springs, Australia working with people around the world.



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