

Course Enrolment Form

Please type or write details clearly. All sections must be completed.

Skills for Success - A Leadership and Business Improvement Programme

In partnership with Dale Carnegie MAST is proud to present a unique opportunity for employers and workplace trainers to increase their skills for success.

Available to: Workplace Trainers, supervisors, foreperson, middle management, business owners

Participants: 15 - maximum 20

Where: Workshop at MAST, 85 Westhaven Drive Westhaven

Purpose:

To up-skill and give new to leadership or current leaders skills in:

- Communication - to communicate more effectively, confidently, clearly and concisely
- Building trust within teams
- Fostering team engagement
- Creating a supportive work environment
- Problem solving
- Identify success and how to reward success
- Continuous improvement
- Apprentice support and learner success

The purpose is to support managers to coach employees to better performance. In these changing economic times, it is important for businesses to retain staff, as staff is one of the single highest costs in any business. This immersion programme will help your up and coming leaders and workplace trainers contribute to the business in a positive way, supporting key business outcomes and developing personal growth. There is an expectation this programme will give employers an identifiable return on Investment in their people.

As part of MAST Academy's commitment to workplace trainers and up-skilling of the industry, this course will also improve mentoring, coaching, outcomes and completions for apprentices.

Programme Cost:

Employer Investment \$1000.00+GST per person

(Normal Price: \$3695.00 + GST per person - MAST Subsidy: \$2695.00+GST per person)

Employer Expectation:

This is an investment in your employees, and we expect that you and the participants to provide feedback on the programme at the conclusion of the course. It is expected that participants attend all sessions and where identified, for managers or supervisors attend. There is pre-course work required and employers are expected to coach and support the participant. MAST Training Advisers can support employers and participants also.

Enrolment

Company name: _____

Company contact person: _____ Mobile: _____ Email: _____

Workplace trainer name (leader, workplace trainer etc)

Workplace trainer DOB: _____ Mobile: _____ Email: _____

Please answer the following questions: (Please select one)

A MAST workplace trainer:	Yes	No
Have you enrolled in the workplace trainer module:	Yes	No
Have you completed your workplace trainer module:	Yes	No
Are you a foreperson or first line manager or supervisor:	Yes	No
What (if any) is the highest qualification you have:		

Terms and Conditions

By enrolling you agree your employees and/or yourself as manager/business owner will attend all sessions as outlined in the programme and complete the pre and post workshop requirements.

By enrolling the company/business agrees to pay the invoice for the programme course fee in advance of the workshop. All companies will be invoiced from MAST.

If you withdraw more than 7 days prior to the workshop you can apply for a full refund less a 20% administration fee. If you withdraw less than 7 days prior to the workshop you will not be refunded. Withdrawal must be in writing/by email to **lesley.southwick@mastacademy.com**

The programme may be cancelled by MAST if the participant numbers are insufficient by the 15th September 2023.

Send enrolment form to lesley.southwick@mastacademy.com