



CHANGE CHAMPIONS
& ASSOCIATES

Based on content from Harvard Business Review

Giving Difficult Feedback

9.30-12.30, Tuesday 23 May 2017

Macquarie Hospital, Training Room 1, Building 14, The Drive

Wicks Rd, North Ryde, NSW



This Workshop Series is For.....

Anyone who is in a position where they are giving feedback to teams and individuals

Managers, Emerging Managers, Team Leaders, Supervisors

Any industry

ABOUT THIS WORKSHOP

This workshop, based on content from the prestigious Harvard Business Review is designed to build your confidence and skills to be able to deliver difficult feedback effectively.

Everyone struggles to give feedback and especially when it's less than positive. If you have direct reports, your objective in giving feedback is to help them learn and grow...and maintain a positive work place culture.

Giving feedback effectively allows the team and the organization to be successful. It is a core skill for everyone in a supervisory, leadership or management position.

OBJECTIVES

Over 3 hours we will:

- Discuss the impact for you and your team/organization when giving feedback both positive and not so positive
- Identify best practice approaches to giving feedback
- Hear about some tools that might be useful in preparing for and giving feedback
- Practice using tools and techniques to improve how you give feedback

PRE-READING

When you register for this workshop you will receive some pre-reading. This will take you no more than 45 mins to complete.

YOUR FACILITATOR



Char Weeks GAICD, GCCM, CHE, BA is a Certified Executive Coach and a Member of the International Coaching Council. She is also a Genos Certified in Emotional Intelligence and trained in Resilience@Work. Char particularly enjoys working with emerging managers and those who embrace the idea that life is one continuous learning curve.

Char is passionate about the effective management of change, especially as its impacts on people. She understands systems change, advocates for organizational learning and positive culture development.

She has worked on many change programs in complex organizations and across disciplines, mainly in the health sector.

REGISTRATION FEE

Three (3) hour workshop including materials

\$150.00 inc GST

If you book 2 or more people at the same time

\$135.00 inc GST pp

IN HOUSES AVAILABLE

This workshop can be run at your facility. Please email us at info@changechampions.com.au for rates or SMS or phone 0467635150.

REGISTRATION

WORKSHOP: **GIVING DIFFICULT FEEDBACK**

Delegate: Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: _____

Given Name: _____

Company/Organisation: _____

Position: _____

Address: _____

State: _____ Postcode: _____

Country: _____

Telephone: _____ Facsimile: _____

Email: _____

Preferred Name for Badge: _____

Special Diet: _____

Disability Assistance: _____

Delegate: Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: _____

Given Name: _____

Company/Organisation: _____

Position: _____

Address: _____

State: _____ Postcode: _____

Country: _____

Telephone: _____ Facsimile: _____

Email: _____

Preferred Name for Badge: _____

Special Diet: _____

Disability Assistance: _____

Payment methods

Charmaine Weeks T/A Change Champions & Associates
ABN 49 833 110 992

- 1) Generate an invoice that will be instantly emailed to the nominated responsible person
- 2) Pay by EFT or cheque
- 3) Pay online with a credit card

1 Request an invoice (All invoices must be paid prior to the workshop)

Name & position title of person responsible for payment : _____

Email address: _____ Ph: _____

MAIL: Charmaine Weeks
P.O. Box 302, Kew, Victoria 3101
info@changechampions.com.au

Your registration will be confirmed by email.

2. Pay by cheque/money order

Please make cheques/money orders for your **registration fees only** payable to Charmaine Weeks

3. EFTPOS

Account name: Charmaine Weeks
Bank: Westpac
BSB: 032 569
Account No: 196 411
Ref No: (Your surname)

4. REGISTER AT EVENTBRITE by copying and pasting this link into your browser

<https://www.eventbrite.com.au/e/giving-difficult-feedback-tickets-31019447001>

5. Pay on your Credit Card & email your registration form

Card No. _____ 3 digit CVC code: _____

Expiry Date: ____ / ____ / ____ Cardholders Name (PLEASE PRINT) _____

Amount : \$ _____ Cardholder's Signature: _____ Date: ____ / ____ / ____

Your registration will be confirmed by email.

Delegate Cancellation Policy

A 50% refund will be offered for cancellations received up to 28 days prior to the seminar. No refunds will be given between 0-27 days prior to the seminar but replacement delegate names are accepted. If you have an unpaid invoice as at the first day of an event and for any reason do not attend, we will pursue payment as we will have already incurred costs on your behalf. Applications for cancellations and substitutions of delegates are **only accepted in writing** by email to info@changechampions.com.au. The cancellation policy also appears at <http://www.changechampions.com.au> at the bottom of the home page under terms and conditions.

I have read and understand the conditions and delegate cancellation policy. (Sign below)

_____ signed ____/____/17__ date