



*3 hour workshop*

# MANAGING UP

Or...

How to help your boss add value to your work

**6 September 2017, 13.00-16.00**

The Business Centre, 365 Little Collins St,  
Melbourne Victoria

Here is a 3 hour  
workshop that will help  
you to make those meetings  
with your boss a much more  
mutually rewarding  
experience

Ever bounced into your boss' office to eagerly report on project progress, only to be met with a quizzical stare? Ever been stopped mid-sentence by a boss who has no idea what you are talking about? Ever been asked to cut to the chase when you thought you were actually giving a brief summary? Do you feel that at times, your boss isn't really interested in what you have to say? Feel a bit anxious when you go into a meeting with your boss?

## Workshop Objectives

Over 3 hours, you will:

- Understand the broader context in which your boss works and what is important to them as a leader and manager.
- Better understand how to tap into your boss' skills and expertise to enhance each others' roles, to build trust, respect and capability.
- Identify strategies to ensure that you and your boss are on the same page in update meetings and that you are more clear about what to do when you get back to your desk.
- Build confidence and mutual respect in presenting information to your busy boss to elicit a considered, timely and appropriate response.

## Your Facilitator

Char Weeks is an internationally certified Executive Master Coach, a graduate of the Australian Institute of Company Directors. She has formal qualifications in change management from the Australian School of Business (formerly the Australian Graduate School of Management) and has studied business management at the Australian Institute of Management.

Char coaches in Kathryn McEwen's Resilience at Work for Teams and is an accredited Genos International Emotional Intelligence Coach.

As Innovation Leader at Change Champions & Associates, Char is able to more fully explore her long held commitment to supporting people in organisations to develop their true potential. She enjoys providing one on one coaching especially to those in rural and remote communities as much as facilitating workshops on contemporary management and leadership challenges.

More recently, after her article was published nationally in the Fairfax Media, Char she has become the public face of the campaign "Let's Stop Job Ageism". She is actively driving change to end job ageism and level the playing field for employment opportunities. She has recently appeared on Channel 7's Today Tonight and Weekend Sunrise and on Radio 3AW.

## Who Should Attend

This workshop is ideal for emerging leaders, team leaders, supervisors, middle managers and anyone else who is committed to improving their performance, effectiveness and their job satisfaction.

# Registration and Fees

## WORKSHOP: **MANAGING UP**

(or...How to help your boss add value to your work)

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

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Special Diet: \_\_\_\_\_

Disability Assistance: \_\_\_\_\_

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

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Special Diet: \_\_\_\_\_

Disability Assistance: \_\_\_\_\_

\_\_\_\_\_ Registrations at **\$110 inc GST per person**

**TOTAL PAYABLE**

\$ \_\_\_\_\_

# Payment methods

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

## 1. PREFERRED Register ONLINE at EVENTBRITE

<https://www.eventbrite.com.au/e/managing-up-or-how-to-help-your-boss-add-value-to-your-work-tickets-34998199557>

## 2. 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 3. Pay by cheque/money order

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

## 4. EFTPOS

Account name: Charmaine Weeks

Bank: Westpac

BSB: 032 569

Account No: 196 411

Ref No: ManagingUp (Your surname)

## 5. 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.**

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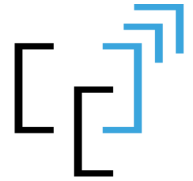
### Delegate Cancellation Policy

A 100% refund will be offered for cancellations received up to 7 days prior to the seminar. No refunds will be given between 0-7 days prior to the workshop 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](mailto: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 \_\_\_\_/\_\_\_\_/\_\_\_\_ date

# IN HOUSE: EXPRESSION OF INTEREST FORM



CHANGE CHAMPIONS  
& ASSOCIATES

## WORKSHOP: Managing Up

**Name of Contact** Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

**The Master Class will be for the following organisation:**

\_\_\_\_\_

**At what address/facility would the in-house Master Class be held?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approximate number of delegates?** \_\_\_\_\_

**Preferred dates** (to be negotiated) \_\_\_\_\_

**Preferred times** (this workshop is usually 3 hours long) \_\_\_\_\_

**PLEASE EMAIL THIS FORM ONLY TO:**

**[info@changechampions.com.au](mailto:info@changechampions.com.au)**

Change Champions & Associates will then get in touch to discuss the possibilities