



PNG Institute of Management Ltd

**INNOVATIVE PROGRAMMES
2016**

In association with


IMNZ
Institute of Management New Zealand


Australian Institute of Management



TRAINING WITH CREDIBILITY



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Introducing Philip Mark Jones (Reg. No: NTC. INST. 597)

Mark is a very experienced Senior Trainer, Facilitator and Consultant. Mark currently works with some of Australia's largest corporations facilitating Leadership Development, Front Line Management, Team Development, Executive and Personal Development Coaching programs and assisting these organisations through the change process. Mark has assisted organisations such as the Northern Territory Police, Fire and Emergency Services, and the Queensland Department of Education to better understand and develop strategic risk policies and registers. Mark has built working relationships within the Energy and Mining Sectors, Government Departments and major private organisations.

Mark was a RAAF Senior Facilitator in Leadership for many years. He is highly skilled in the use of facilitated experiential learning to assist participants to gain knowledge and skills in Leadership, Communication, OH&S, Quality Management, Workplace Training and Coaching, Change Leadership and Motivation. As a Senior Facilitator in the RAAF, Mark was responsible for the training of instructors, the development of Trainers, the development of Facilitators and the ongoing mentoring of these staff.

Facilitation Experience: Mark has 18 years of facilitation experience with the Royal Australian Air Force, Brainpower Training, the Australian Institute of Management, the Institute of Public Administration Australia and Accelerated Learning Programs Australia. This includes the use of advance facilitation techniques, Neuro Linguistic Programs, the development and delivery of experiential learning programs and the training and mentoring of instructors, trainers and facilitators. Mark has received a recommendation from Commander Training, RAAF for services to training and facilitation.

Training Experience: Mark is an experienced Senior Trainer, having over 20 years experience delivering training programs to Defence, Government and private industry. Mark completed Instructional Technique, Training Development and Advanced Instructional Technique training with the RAAF and advanced to the position of Officer In Charge of the School of Post Graduate Training (Amberley Det), a school of the RAAF College.

Instructor Experience: Mark has over 20 years experience as an instructor and coach for the RAAF, Government and private industry. Mark completed formal instructional technique training with the RAAF and holds Diploma and Certificate IV qualifications in Training and Assessment. Never one to shy away from a challenge, Mark has gained a reputation for excellence for assisting many corporations undertaking change. Mark's in-depth knowledge and experience in Frontline Management, Change Management and Leadership, coupled with a practical and fun approach to training and facilitation has lead to many organisations to assist their staff to reach their potential.

Mark is an accredited DISC consultant in behavioural profiling and a registered practitioner in Neuro Linguistics. Mark is a member of the Institute of Learning Professionals, Australian Institute of Management and is a founding member of the WBG a Brisbane based organisation offering support, networking and mentoring to business owners. He was awarded a commendation by the Commander of Training, Royal Australian Air Force, for excellence in Leadership training. He is a highly-skilled and dynamic presenter.

EFFECTIVE COMMUNICATION SKILL

BUSINESS WRITING

Do your senior managers waste time vetting the writing of junior staff before it goes out to clients?

Research shows customers distrust companies whose staff use spelling or grammatical mistakes in their written communication. When writing a business email, poor writing diminishes your organization's credibility.

Some of the things your team will learn in the Business Writing workshop include purpose, content, style, tone, economy, clarity and active voice.

We cover common grammar and punctuation mistakes, best fonts and layout.

PROGRAMMES:

The Trainer and Programmes are National Training Council approved.

All Qualification programmes learning will be done and assessed in PNG by the trainer. Those who complete any qualification programme successfully, will be awarded with the Australian Institute of Management Certificate or Diploma.

Other short courses can be customized to suit business management needs. They are innovative and designed to meet the best management practices and changing demands of the corporate business world today.

In-House Team Training:

Corporate Group or Team training is highly recommended. Learning together with peers improves communication and working relationships; and understanding human dynamics, an essential management tool in achieving high performance teams for greater productivity.

Cost:

- In-House: Group size of maximum 20 and minimum of 10 people
K19,800 (GST Included) per day
- Public : K1,980 (GST Included) per person per day
- Venue : Lamana Hotel, with excellent facilities and services.

Training Materials:

All training materials including course contents, workbooks, exercises, case studies and assessment procedures are consistent with the NZIM and AIM training methods.

PNGIM maintains a very high level of training structure and learning environment. The trainers bring expertise and vast experience with corporate leadership background and skill



MANAGING PEOPLE—INNOVATIVE SKILLS

TEAM BUILDING

This workshop allows teams to spend an enjoyable day of discovery, learning about themselves and other mates.

Through fun team building activities, your team will explore how to better communicate, relate to each other, reduce conflict and build trust.

All activities are custom designed for your workplace, are safe and non threatening and are highly enlightening.

All activities will be debriefed by an extremely experienced facilitator who has led teams at the highest levels of both corporate and military achievement.

Staff Retreat-like Experiential Activities. Fun and Interactive Way of Learning to be a Better Team.

EMOTIONAL INTELLIGENCE

Intrapersonal intelligence is as important as intelligence if you want to succeed.

- Do you know what emotions you are feeling and why?
- Do you realize the effect they are having on your decision making and interactions with others?
- Are you able to harness your emotions to better succeed?
- Are you able to self motivate and delay immediate gratification?
- Are you able to excite a team and get them displaying positive attitudes?

Once you have completed this workshop, all of the above will become easy.

STRESS MANAGEMENT

Many research studies have now confirmed that workplace stress is, by far, the major source of stress for adults, and it has been escalating during the last several decades.

During this workshop you will learn how to recognize stress and how to deal with it effectively. You will learn how to prioritize better and use appropriate time management tools.

As you learn to be assertive you will build better workplace relationships. You will become dependable, reliable and in control again.

SPEED READING IN THE WORKPLACE

How many of your people are under pressure to get through mountains of reading that just keeps pouring in?

Speed Reading training is a proven tactic for mastering information overload and can be learned in one day.

In our one-day Speed Reading workshop we seek to double everyone's reading rate. Many people increase 3 times or more without loss of comprehension, (measured).

LIST OF PROGRAMMES

AIM QUALIFICATION PROGRAMMES

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|---|--|
| 1 | Certificate III In Business (12 Units) |
| 2 | Certificate IV In Leadership And Management (12 Units) |
| 3 | Diploma Of Leadership And Management (12 Units) |

LEADERSHIP IN MANAGING CORPORATE TEAMS

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|---|--|
| 4 | Change Management (1 Day) |
| 5 | Developing The Potential In Your People (2 Days) |
| 6 | Know Your People (1 Day) |
| 7 | Develop High Performance Teams (1 Day) |
| 8 | Leadership Development (1 Day) |

MANAGING PEOPLE—INNOVATIVE SKILLS

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|----|--|
| 9 | Team Building (1 Day) |
| 10 | Emotional Intelligence (1 Day) |
| 11 | Stress Management (1 Day) |
| 12 | Speed Reading In The Workplace (1 Day) |
| 13 | Business Writing (1 Day) |

AIM QUALIFICATION COURSES

CERTIFICATE III IN BUSINESS

This qualification comprises of 12 Units studied over a 12 month period.

Students will undergo classroom training with an experienced facilitator and will be required to complete assessment work to be submitted between workshops.

This business program will give you an understanding of workplace procedures, including WHS processes, working within teams, customer service, financial record keeping, monitoring and maintaining resource usage and skills to write business documents.

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Do you lead, support, guide and monitor the effective performance of individuals or teams?

Perhaps you're ready to step up and take on more responsibility.

The Certificate IV in Leadership and Management develops the competency of individuals who are taking on responsibility for the implementation of frontline management initiatives. The qualification places particular emphasis on developing effective people skills, managing and leading a team, developing priorities and managing operational plans.

Consisting of 12 Units to be completed over a 12 month period students will undergo classroom training with an experienced facilitator and will be required to complete assessment work to be submitted between workshops.

DIPLOMA OF LEADERSHIP AND MANAGEMENT

Looking to sharpen your leadership and management skills?

This program is designed for existing managers with a desire to upskill the BSB51915 Diploma of Leadership and Management equips you with the skills to lead with confidence.

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

They use communication skills to support individuals and teams to meet organizational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Consisting of 12 Units to be completed over a 12 month period (15 days), students will undergo classroom training with an experienced facilitator and will be required to complete assessment work to be submitted between workshops.

LEADERSHIP IN MANAGING CORPORATE TEAMS

CHANGE MANAGEMENT

This course is designed to prepare staff, supervisors and managers to contribute to your business strategy by identifying improvements to current business practices and to allow them to support or even lead the change process.

There are 8 simple steps to follow

DEVELOPING THE POTENTIAL IN YOUR PEOPLE

It is designed for managers and Team Leaders to be able to quickly identify staff training gaps in knowledge, skills and attitude.

They will learn to identify training needs, coach & train staff and to give correct feedback in a positive and assertive manner.

KNOW YOUR PEOPLE

The Workshop, designed to help you to identify learning behavioural styles of staff, peers, clients and customers.

It builds better relationship communicate more effectively and promotes feed-back.

DEVELOP HIGH PERFORMANCE TEAMS

Teams work together and have interdependence and inter-reliance.

This workshop will enable Supervisors, Team Leaders and Managers to build teamwork and reduce conflict within teams.

They will learn how to motivate a team to achieve the organization goals and how to set clear expectations for team members.

LEADERSHIP DEVELOPMENT

The Workshop allows supervisors, team leaders and managers to revisit foundations of leadership in a non-threatening enjoyable workshop environment.

The workshop will ensure your leaders are working on the right activities, supporting their peers in the organization and making the most of their team's skills and knowledge.