



BLUEPRINT 4 SUCCESS™

LEADERSHIP DEVELOPMENT PROGRAMME

PURPOSE

The purpose of the programme is to provide an introduction to strong and effective leadership, enhancing participants' skills to lead and motivate themselves and others. This training is designed for current and aspiring leaders in our sector. This two-day forum is the first of a series of events which will take place over a period of time.

LEARNING OUTCOMES

- Awareness of a Vision of brilliance for Building Official leaders
- Understanding of the benefits of previous leadership experience in any field and how this can be translated into effective practice 'on the job'
- Understanding of the four key roles of a successful leader
- Awareness of their own leadership and behaviour styles and how these impact on others
- Understanding of the behaviour styles of their people and the motivational aspects of leading individuals and teams
- Ability to use advanced communication skills with peers, suppliers and team members
- Enhanced skills and confidence in the "Leader as Coach" role
- Awareness of strategies to achieve a work – life balance
- Ability to identify and manage priorities and time more effectively
- Enhanced motivation, confidence and focus.

WHAT THE PROGRAMME COVERS

- Vision of Leadership in our industry
- Key roles of leaders
- Thought and action leadership
- Leadership in action
- Leader as influencer
- Leader as communicator
- Leader as coach
- Coaching for high performance
- Working to enhance the leadership legacy for your organisation.

2009 DATE AND LOCATION

14 - 15 May

Christchurch



GUEST & ASSOCIATES



INVESTMENT

\$1,600 inc gst per person

Book two or more people on this course and the second and additional participants will pay only \$1,300 inc gst per person.

Investment includes: 1 nights' accommodation, 1 dinner, 1 x breakfast and course refreshments

Investment excludes: Travel expenses

Enquiries and Registrations should be directed to:

Fiona Street, Training Academy Manager

Email: training@boinz.org.nz

Phone: 04 473 6209

Fax: 04 473 6004



COURSE REGISTRATION FORM

COURSE INFORMATION

Course Name: **BLUEPRINT 4 SUCCESS™**

Course Date & Course Location: (Please tick one)

Christchurch	14 – 15 May	<input type="checkbox"/>
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COURSE ATTENDEE/S (Please provide details of the person(s) attending the course outlined above)

Organisation:

Postal Address:

Fax:

Name:	Email:	Phone:	Member (Y/N)	Investment (\$)

MANAGER'S CONTACT DETAILS

Name:

Position:

Email:

Phone:

PAYMENT METHOD

Send an invoice (no invoice will be produced without an order number)

Order No. :

Cheque will follow:

Credit Card No:

Expiry Date:

Cardholder Name:

Signature:

Direct Credit to: BOINZ – Westpac, Lambton Quay, Wellington – 03 0502 0067694 000

(receipts available upon request)

Training Academy
PO Box 11-424, Manners Street, Wellington
Fax (04) 473 6209 or email training@boniz.org.nz
Event enquiries should be directed to Fiona Street - phone (04) 473 6003

All registrations will be acknowledged in writing within 7 days of receipt.

If minimum numbers are not reached, the Institute reserves the right to cancel or postpone any training event.



TERMS AND CONDITIONS

CONFIRMATION POLICY

All registrations will be confirmed by email within 7 days of receipt at the Training Academy office/Events Division office. Please include a suitable email contact address for this confirmation to be sent.

MINIMUM NUMBER POLICY

All Training Academy events require minimum numbers of attendees to be registered at a given location at least 20 days prior to the event. If minimum numbers are not reached by this date, a generic email will be sent to all Institute members giving notice of its pending cancellation. If minimum numbers are still not reached after one week and the event is cancelled, potential attendees will be advised of this and options available at alternative locations (particularly for road show type events).

REFUND POLICY

Should a participant need to cancel their attendance prior to an event for which they have a confirmed registration; notice of this must be received in writing to the Training Academy office/Events Division office. A 25% administration fee will be deducted or, alternatively, a substitute attendee can attend in their place. There will be no refund for any cancellation made within 24 hours of the event or a "no show" on the day.

TRAVEL & ACCOMMODATION

If booking travel and accommodation to attend a course, it is important that you book travel and accommodation that can be refunded or transferred in the event of postponement or cancellation. The Training Academy will not be held responsible for any costs incurred.

SPECIAL REQUIREMENTS

Please advise of any special requirements when registering for an Institute event i.e. dietary, wheelchair access etc.

MONEY BACK GUARANTEE

In 2008 the Training Academy is offering a "Money Back" guarantee. This is because we are passionate about providing top quality education and we have worked very hard to develop 'best in class' courses, we want to stand by their content.

The Money Back Guarantee is at the discretion of the Building Officials Institute of New Zealand and will be decided on a case-by-case basis.

The conditions surrounding this initiative:

- An Evaluation Form must be completed at the conclusion of the course in question and should include contact details, i.e. name, company, telephone and email
- Each request needs to be supported by a senior manager's letter of support and a completed request form.
- The request for 'money back' must be received at the Institute's Head Office no later than five (5) working days after the conclusion of the course
- Requests should include reasons for dissatisfaction and completed on the Request Form.
- Once a decision has been made no correspondence will be entered into.

CPD POINTS

Each of the courses run through the Training Academy are allocated CPD points. These points will be recorded by the Training Academy for all members and the certificates provided on completion of the courses for all attendees will include the CPD points for the specific course attended.

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