

MINTRAC

NATIONAL MEAT INDUSTRY TRAINING ADVISORY COUNCIL LIMITED

MINTRAC 1 day workshop: New Supervisor Induction Program



PROCESSING

Purpose

The workshop is designed for the new Supervisor/foreperson or team leader who has accountability to get work done through the efforts of other team members. It provides learners with practical skills to assign work, monitor performance and provide feedback more consistently.

It also provides them with a framework to analyse their own communication style and how that impacts on the people they work with. Self awareness builds confidence in building relationships with managers, peers and team members and leads to greater degrees of self management.



SMALLGOODS

Who should attend?

Meat industry Supervisors and team leaders.

Workshop outline

This workshop has been designed to train new supervisors and provide them with an overview of their role, and a pathway into further qualifications, in particular the Certificate IV in Meat Processing (Leadership). The program focuses on developing the communication and interpersonal/people skills essential for managing groups of people.

Six subject areas are covered in the one-day course.

1. Your role as a supervisor.
2. Technical aspects.
3. Good communication.
4. Using communication skills.
5. Managing your team.
6. Managing yourself.



RETAIL

Workshop fees include

- An experienced, professional trainer
- Detailed workbooks
- Venue costs, morning and afternoon tea, lunch.

SUITE 2, 150 VICTORIA RD, DRUMMOYNE NSW 2047 PH: (02) 9819 6699 FAX: (02) 9819 6099

ABN NO. 28 058 494 063ACN 058 494 063

Email Address: mintrac@mintrac.com.au Website: mintrac.com.au

Workshop costs

MINTRAC Associates: \$450.00

Non MINTRAC Associates: \$600.00

Date and Location

This workshop will be held in Charleville on Wednesday 15 September 2010, 8.30am – 5.00pm.

This program can also be requested by processing plants to be hosted on site or the development of an On-plant designated program. Costs may vary for these options.

Conditions

A cancellation policy is in place. If participants cancel 14 days before the delivery date, no charges will be made. If participants cancel inside the 14 days they will be required to pay 50% of the course fee. Participants are able to substitute their position for another person and not incur this fee.

Registration forms must be submitted 4 weeks prior to the delivery date. If applications are not submitted by then, workshops may be cancelled.

Once you have submitted your registration form, a letter will be posted out to you with the invoice for workshop costs as well as any preparation material. If you do not receive the confirmation within 7 days of sending the registration form please contact MINTRAC on 02 9819 6699.

M I N T R A C

NATIONAL MEAT INDUSTRY TRAINING ADVISORY COUNCIL LIMITED

Registration form

MINTRAC 1 day workshop:

New Supervisor Induction Program



PROCESSING

Name: _____

Position: _____

Company: _____

Phone: _____ Fax: _____

Email: _____

Postal address: _____



SMALLGOODS

Please tick:

- I will be attending the MINTRAC New Supervisor Induction Program in Charleville QLD on 15 September 2010
- I would like to arrange an On-plant – hosted program
- I would like to arrange an On-plant designated program
- I understand and acknowledge the conditions of registration including the cancellation policy



RETAIL

Signed

- I would like to subscribe to *MINTRACker*, the MINTRAC newsletter.

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