

NZTE Management Capability Development Voucher Scheme

MANAGING RESOURCES

Pricing and Course Content

All service rates exclude GST

COURSES

Title	Recruitment
Content Description	An introduction to the recruitment process, where to market, how to shortlist, introduction to interviewing, reference checking, tools available to analyse candidates, acknowledgement letters.
Duration (sessions/hours)	3 hours + ½ hour review of case study/exercise after 1 week
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Introduction to Leadership/Managing People
Content Description	An introduction to leadership and management, understanding the difference between the two, understanding your leadership style and how you relate to others.
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Advanced Leadership/Managing People
Content Description	Building on the principles learnt in the introduction course or for Leaders / Managers looking for the next step. The leadership course will look at leadership styles and how you can build a framework to lead, develop, coach and build a better team and business. The course will consider the key theories on leadership and how to execute these to benefit your own personal growth and development together with your business. The course is lead by a qualified Organisational Psychologist.
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Performance Appraisals
Content Description	How the performance appraisal system should work, researching and preparing for an appraisal, giving constructive feedback, dealing with responses, developing action plans.
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Conflict Resolution
Content Description	Recognising conflict, understanding the issues, tools to aid reconciliation, and an introduction to negotiating techniques.
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Employment Compliance
Content Description	STILL TO BE CONFIRMED BUT LIKELY TO COVER TOPICS SUCH AS: <ul style="list-style-type: none"> • Understanding your obligations as an employer, • introduction to IRD forms and procedures, • Kiwisaver, • Introduction to Health & Safety and employment law. • Review of holidays act, • Holiday pay calculations for shift and variable hours employees. • Impact of 90 day trial period • Minimising the impact of personal grievances Aimed at employers with staff of 5-50
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Employment compliance – Disciplinary Procedures
Content Description	An introduction to the processes and requirements of disciplinary procedures, what are your obligations and what are your rights. Covers the process from initial concerns over performance/behaviour through to arbitration/settlement
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Time Management for Managers and Senior Decision Makers
Content Description	How to make the most of your day, how to plan and how to minimise interruptions. Learn the key personal habits for maximising business output. Practical examples of time management
Duration (sessions/hours)	3 hours + ½ hour review of case study/exercise after 1 week
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Understanding Your Employees
Content Description	An introduction to personality types, skills to make different types work together. Personality profiling tools, SHL, Myers Briggs, Hogan, and how they can help your business. Staff engagement, what is it and why do you need it, techniques to lift staff engagement and measure it
Duration (sessions/hours)	3 hours
Cost per person (NZD\$)	Public course – \$225 per person Private course (1 firm only) - \$1200.00 (maximum 5 people)

** refer to follow-up rates

Title	Succession planning – What does it mean?	
Content Description	An introduction to the principles of succession planning to enable business owners to plan for the transfer of ownership of their business, to maximise value and at the same time satisfy personal, family and business goals.	
Duration (sessions/hours)	2 hours	
Cost per person (NZD\$)	Public course – \$150 per person (10-15 people) Private course (1 firm only) - \$900.00 (maximum 5 people)	

** refer to follow-up rates

WORKSHOPS

Title	Planning for change of Management	
Content Description	The business owner will be facilitated through two succession planning workshops. The workshops will consider the 7 steps of developing a personally tailored succession plan by considering: <ul style="list-style-type: none"> • Personal goals and desired outcomes • Family issues and implications • Wealth – current and future • The business – continuity and value • Legacy – The footprint left behind • Advisers – What expertise you will need to help with the plan • Your individual plan – actions to achieve the agreed desired outcomes. 	
Duration (sessions/hours)	Two half days comprising of 3-4 hours each ONE-TO-ONE WORKSHOP	
Cost per person (NZD\$)	\$2800 per person	

** refer to follow-up rates

Title	Succession Planning – Getting Started	
Content Description	The succession planning workshops as detailed in SP2 above is conducted together with the two workshops on strategic planning. The business owner is then followed up nine times over the next 15 months to ensure they are held accountable for the tasks and actions they have committed to. These actions will include: <ul style="list-style-type: none"> • Clearly defined personal goals. • Clearly articulated strategies regarding family involvement and expectations. • Specific details of current wealth and future financial requirements. • The preparation of a detailed strategic plan for the business together with a complete assessment of current and future business value. • Confirmation of the legacy the business owner aspires to be known for. • Identification of expertise and advisers required to assist; accounting and taxation, legal, investment, financial, mentors. • Presentation of an initial action plan. 	
Duration (sessions/hours)	4 half day sessions (two on succession planning as above; two on strategic planning as per service 16 as noted in green below) Six meetings held on a monthly basis after the initial workshop, and three quarterly meetings thereafter. All meetings to be two hours duration.	
Cost per person (NZD\$)	\$15,000 per person for 15 month program.	

Strategic Planning - One to One training

The business owner will be coached/facilitated through a strategic planning workshop. Short & long term goals will be set and the stages of a business' development will be identified. SWOT Analysis, including the analysis of a business' competitive advantage will be conducted. Targets and Key Performance Indicators will be set and action plans will be developed to achieve a business' vision/goals.

2 half-day sessions, of 3-4 hours each

To book one of our managing resources courses please contact
Staples Rodway Taranaki on 06 757 3155 or email newp@staplestaranaki.co.nz

** Follow-up activity will be provided at:

- \$225 per hour for participants in a private course or workshop, including one-to-one delivery, or;
- \$75 per hour per person attending based on a minimum attendance of 10 persons per session.