



# Four Fundamentals Programme

"It's a good course for someone new to managing staff - there were some good practices to put in place"

Sam Olney

For dates, locations and more information

<http://www.p4sconsulting.co.nz/page/four-fundamentals/>

To book your place now

[http://www.people4success.co.nz/formwcs0149646/registration\\_form.html](http://www.people4success.co.nz/formwcs0149646/registration_form.html)

## What you'll get

This programme is for those who are taking on some supervisory responsibilities and want to know the 'how to.'

Devised by management and leadership specialists, this programme works across industries to help people make that first transition into supervisory or management roles.

This one day workshop is about making sure you know what to do at work every day to make sure your team (and therefore you) are successful.

## This programme will help you...

Understand the 4 Fundamentals that will help make you successful in your first supervisory or management role:

- Getting your team organised and 'on the bus'
- Working out the best use of your time
- Delegating the right jobs to the right people
- Running great team meetings which are worth coming to

And you'll walk away with an action plan that is really going to make a difference