

The Proteus  
***Impact  
Management*** Program

'Taking The Mystique Out Of Management'

**IN-HOUSE PROGRAM**  
**2009**



# The Proteus *Impact Management* Program

This four-day in-house program has been designed to provide foundation skills to some of the most important management functions.

Using an organisational case study approach, the program takes participants on an exciting management journey, where in teams they develop strategies to take control of and effectively manage their struggling divisions.

During this process each team will establish a strategic business plan, identify new business initiatives, cost these new initiatives, write a report to the executive of the company and then project manage the process.

This program manages to add a fun dimension to these topics and communicates principles and terminology at a level that everyone can understand.

Impact Management provides operational strategies that support leadership in achieving results both personally and through their teams.

## **PROGRAM OBJECTIVE**

---

This program has been specifically designed to give an overview of the key areas of knowledge that are required to be understood by contemporary managers. It is not aimed at creating experts in these areas, but will provide information and practical tools that will assist managers to be far more confident and effective in their roles.

## **LEARNING OUTCOMES**

---

At the end of this program participants will have a greater understanding of management principles and be able to produce a strategic plan, speak confidently about financial management, write more effectively and project manage their workloads.

## **WHO SHOULD ATTEND?**

---

Anyone in a leadership/management role who wishes to gain more knowledge about the daily operational activities of an organisation and discover ways that they can apply this knowledge to their role.

# PROGRAM OVERVIEW

## **MODULE ONE: Moving from Reactive to Strategic Management**

---

- Getting over your reactions to establish your strategy
- Finding your management purpose
- Discovering unseen opportunities through a SWOT analysis
- Developing strategies for future success
- Planning your progress
- Forming new habits to free up your time
- Utilising strategic management templates

## **MODULE TWO: Understanding Financial Management**

---

- Demystifying financial reports
- Building budgets and working within them
- Cash is King – the importance of cash flow analysis
- Putting the P in P&L – how to impact the bottom line
- Setting your own trends by using a trend analysis
- Getting the balance right on your balance sheet
- Using the financial manager's tool kit

## **MODULE THREE: Business Writing That Gets Results**

---

- Understanding the importance of Business Writing
- Engaging the grey matter – bring out the book within
- In Business - What works and what wont?
- Using the simple step by step writing process
- Understanding the unwritten rules around writing
- Creating impressive reports, proposals and plans
- Utilising templates and tools for business writing

## **MODULE FOUR: The Power of Project Management**

---

- The 4 stage project life-cycle
- Getting organised - from brain dump to Gantt charts
- What are your management responsibilities within a project?
- Recognising and satisfying your key stakeholders
- What happens when it's over? How to review, record results & close your project
- Working with Project Management tools and templates



## PROGRAM FORMAT - IN-HOUSE PROGRAM

This program is conducted as an in-house program only. We will work with your leaders and managers two days per month over two months to equip them with the skills they need to meet the objectives of your organisation.

Minimum of 12 participants

Maximum of 20 participants

## PROGRAM TIMES

9.00 am – 4.00 pm

Other times can be negotiated.

## ASSESSMENT

- Workplace and personal activities to be completed during face-to-face days and between sessions

## INVESTMENT - \$1750 (per person)

### Includes:

- Extensive course manual

There is no GST on these services. The above price is effective as at 1 January 2009.

Proteus Education & Training reserves the right to change the advertised price.

## CANCELLATION POLICY

Refunds will not be given unless at least 20 working days notice is provided. A 10% (of total cost) administration fee will be deducted for all cancellations.

All cancellations / transfers must be received in writing.

## REGISTRATION OF INTEREST FORM

# The Proteus *Impact Management* Program

Please fax this Registration of Interest form back to your nearest Proteus Leadership Centre and one of our helpful team will contact you to discuss how the Impact Management program can work for you.

### CONTACT DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**This form should be sent to your nearest Proteus Leadership Centre:**

### Melbourne Centre

PO Box 4100, Doncaster Heights VIC 3109  
Ph: (03) 9848 0500 | Fax: (03) 9848 0511 | info.vic@proteuscentre.com

### Adelaide Centre

PO Box 3260, Rundle Mall SA 5000  
Ph: (08) 8110 7300 | Fax: (08) 8110 7311 | info.sa@proteuscentre.com

### Brisbane Centre

PO Box 618, Brisbane QLD 4000  
Ph: (07) 3020 4400 | Fax: (07) 3229 7688 | info.qld@proteuscentre.com

### Sydney Centre

PO Box 1142, North Sydney NSW 2059  
Ph: (02) 8925 1200 | Fax: (02) 8920 3522 | info.nsw@proteuscentre.com

**[www.proteuscentre.com](http://www.proteuscentre.com)**

ABN: 30 092 276 358

*Thank you for your registration of interest*





*Bringing People, Purpose & Passion Together*

**Melbourne Centre**

PO Box 4100, Doncaster Heights VIC 3109  
Ph: (03) 9848 0500 Fax: (03) 9848 0511  
info.vic@proteuscentre.com

**Adelaide Centre**

PO Box 3260, Rundle Mall SA 5000  
Ph: (08) 8110 7300 Fax: (08) 8110 7311  
info.sa@proteuscentre.com

**Brisbane Centre**

PO Box 618, Brisbane QLD 4000  
Ph: (07) 3020 4400 Fax: (07) 3229 7688  
info.qld@proteuscentre.com

**Sydney Centre**

PO Box 1142, North Sydney NSW 2059  
Ph: (02) 8925 1200 Fax: (02) 8920 3522  
info.sa@proteuscentre.com

**[www.proteuscentre.com](http://www.proteuscentre.com)**