



Voc Ed Learning Group

RTOs aren't just RTOs – They are also businesses!

Who's really running your business? — Brisbane 25 May 2010

How to manage your team — Brisbane 26 May 2010

Message from the Director – Michelle Weaver



In 2009, I engaged a human resources (HR) consultant – Tamara Simon from Take Another Look – to help improve the formal structure of my business, Voc Ed Learning Group (VELG). In six years, I have gone from being a vocational education and training (VET) teacher who ran a handful of professional development workshops in Queensland to employing 10 staff and 14 consultants offering workshops in every state and territory, state and national conferences, a popular membership program and widely used consulting services.

From employing family and friends that were 'jacks of all trades', I began taking on experts specialising in different aspects of my business. Although my end product had gone from strength to strength, I realised my policies and procedures were pretty ad hoc and there was no mechanism to manage the skills recognition and knowledge sharing of myself and my staff.

Success of a business is not just about the outcomes, it's about having the infrastructure in place so all the cogs run smoothly. Running a registered training organisation (RTO) is not just about complying with the Australian Quality Training Framework (AQTF), it's also about running a business. You need to have the correct staff structures to manage the accounts, process the students, organise the trainers, run the office and plan for the future. Thanks to employing a HR consultant, I can now confidently take time off the helm knowing my ship is in sound and safe hands. As my business has gone from strength to strength, I have now asked Tamara to run two half-day workshops to help your RTO be a great success as well.

About the Trainer – Tamara Simon

Since 2002, Tamara Simon aka 'The Detail Devil' has been helping organisations to capture knowledge in the 'heads' of business owners and their team so they run on auto-pilot; become more sustainable and saleable; and give the owner back their life!

As founder of Take Another Look and a business systems specialist, Tamara has been providing organisations with simple and practical solutions which put the detail back into the business by:

- reducing duplication and rework
- capturing the knowledge of the business
- increasing productivity and profits.

With a background in change management, organisational development and vocational education and training, Tamara has more than a decade of experience in business development across private, public and not-for-profit organisations.

She has spoken at international and Australian business conferences as well as presented her survival tips to teachers and students. Her articles have been published in association/network magazines including *Women's Network Australia*, *Building Designer's Association of Queensland* and *Master Builders Queensland*.

Tamara's management and leadership expertise was recognised when she was a Queensland finalist in the Telstra Young Business Women's Awards and a Brisbane finalist in AIM's Young Manager Awards.



Why you should attend

Here at VELG, we are more than aware that business owners and RTO managers often find it difficult to manage all the day-to-day operations of their organisation, let alone find the time (or the energy) to work on sustainability. There are many challenges when running an RTO, including managing a team of employees and/or contract trainers.

For many RTOs there are neither the finances, nor the need for a full time HR manager, but you should still have policies and procedures in place to manage recruitment and selection, induction, training, performance management and resignation/termination.

In conjunction with our trainer, Tamara Simon, VELG has developed two half-day workshops that will provide business owners, CEOs and RTO managers with tips to make their business more efficient.

Workshop 1: Who's really running your business? (25 May)

As the owner/manager of an RTO

- Do you feel like you're spending all your time trying to maintain AQTF compliance instead of actually running your business?
- Is your business AQTF compliant but not profitable?
- Are you constantly playing catch up?
- Is a lot of your time spent on rework and troubleshooting rather than working on your business?
- Is the knowledge of your business mainly in your head?
- And most importantly, can your business function without you being there?

Workshop content:

- Determining if you have a job or a business
- How small businesses start out as 'angels' and turn into 'devils'
- How to regain control of your business
- Four common reasons why businesses struggle
- How and why you need to work on your business as well as in it
- Top seven factors for business success (or how you can go from stress to calm)
- Five 'must haves' for small businesses
- Seven tips to more effectively manage your business (and get back an hour a day).

Workshop 2: How to manage your team (26 May)

As the owner/manager of an RTO

- Is a lot of your time spent on dealing with your team members?
- Do you crave for five minutes peace and quiet?
- Do you feel like your team isn't working as effectively as it could but you're unsure of the solution?
- Are you not sure what HR policies and procedures you should have in place and why?

Workshop content:

- The specific HR components of a business
- The HR policies and procedures you should have in place
- Why induction is the key that is often overlooked
- Why regular performance management is critical
- The common traps business owners fall into as they try and manage their team
- Seven tips to more effectively manage your team.

Working notes produced during each workshop will be collated into a single document and distributed to all attendees after the event. Participants will receive a Resource Folder, containing a workbook, templates and PowerPoint slides. You will also receive electronic copies of the resources and a Statement of Attendance.

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Workshop details

Workshop Structure	8.30 – 9.00 Registration	10.15 – 10.45 Morning tea
	9.00 – 10.15 Session 1	10.45 – 12.00 Session 2
Dates	Workshop 1 – 25 May 2010 Who's really running your business?	Workshop 2 – 26 May 2010 How to manage your team
Venue	VELG Training Rooms, 1/52 Jeffcott Street, WAVELL HEIGHTS QLD 4010	
Time	Registration is open from 8.30 to 9.00 (tea & coffee provided) Workshop will run from 9.00 to 12.00 (morning tea provided)	
Registration Process	<ul style="list-style-type: none"> To register, please complete the registration & payment options pages, one for each participant, and forward with payment to VELG. Once your registration form/s and payment have been received via mail or fax, a confirmation email will be sent to the email address you provide. A Reminder Notice will be sent seven days prior to the workshop. Substitution of participants is acceptable without incurring additional costs - all substitution details must be received in writing at least three working days prior to the date of the workshop. Refunds will only be granted if notice of inability to attend is received in writing (email is acceptable) at least five working days prior to the workshop date. The cancellation must be acknowledged in writing by a VELG staff member prior to the workshop. VELG has the right to cancel any workshop five working days prior to its intended date. 	

Registration form/tax invoice (ABN 13471208673)

Participant name:		
Organisation:		
Telephone:	Facsimile:	
Postal address:		
Suburb:	State:	Postcode:
Email address:		

Please tick which workshop/s you wish to attend:

Workshops	Dates	VELG Member (inc GST)	Non-member (inc GST)	20% discount for attending both days	
				VELG Member (inc GST)	Non-member (inc GST)
Workshop 1 Who's really running your business?	25 May 2010	<input type="checkbox"/> \$145 Membership No: _____	<input type="checkbox"/> \$170	<input type="checkbox"/> \$232 Membership No: _____	<input type="checkbox"/> \$272
Workshop 2 How to manage your team	26 May 2010	<input type="checkbox"/> \$145 Membership No: _____	<input type="checkbox"/> \$170		
Total payment		\$ _____ (includes GST)			

To take advantage of the VELG Membership prices, download an application form from our website www.velg.com.au
VELG Membership Rates: Individual \$220 or Corporate \$770

