

## Leading conversations

**This course is for Cerebral Palsy Alliance employees**

**Who is this course for?**

This is mandatory training for all managers.

For more detail see your Learning Journey.

If this course is relevant to your role, but not mandatory, please discuss with and get approval from your manager.

**What content does the course cover?**

This training session aims to support new or existing employees moving into a management and leadership roles at Cerebral Palsy Alliance.

You will have an opportunity to network with other managers and practice having quality conversations.

This includes:

- Preparing for effective conversations
- Adapting your approach depending on the type of conversation
- Being aware of your own emotions and bias
- Conducting feedback and coaching conversations
- Managing reactions during the conversation
- Following up on conversations.

**Does the course have prerequisites or specific requirements?**

The following is recommended before attending:

- Manager orientation
- Understanding our people practices.

**What other details do I need to know?**

**Attendance type:** Virtual

**Duration:** 3 hrs

**Times:** Please select a course date below or if there are no dates, please click Enquire

**Refreshments:** Please bring your own lunch (as required)

**If you need to cancel:** Cancellation guidelines

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

## May 2024

Date	Course	Start time	Finish time	Location
Wed 29	Leading conversations	9:30AM	1:00PM	Virtual Learning

## August 2024

Date	Course	Start time	Finish time	Location
Tue 27	Leading conversations	9:30AM	1:00PM	Virtual Learning

## November 2024

Date	Course	Start time	Finish time	Location
Wed 20	Leading conversations	9:30AM	1:00PM	Virtual Learning