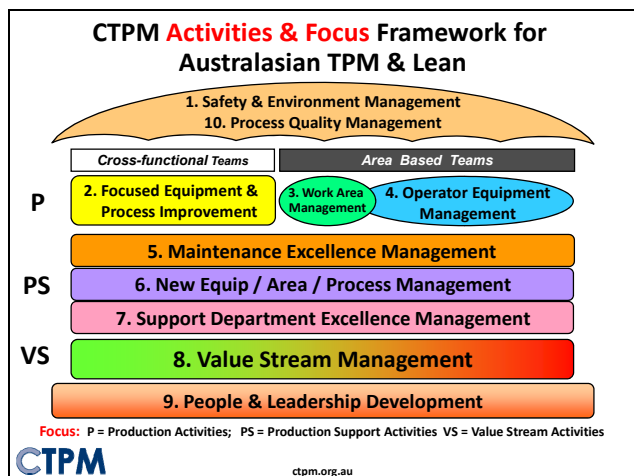
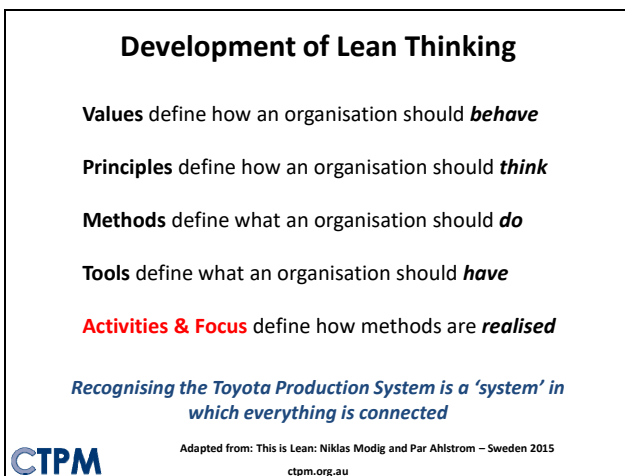
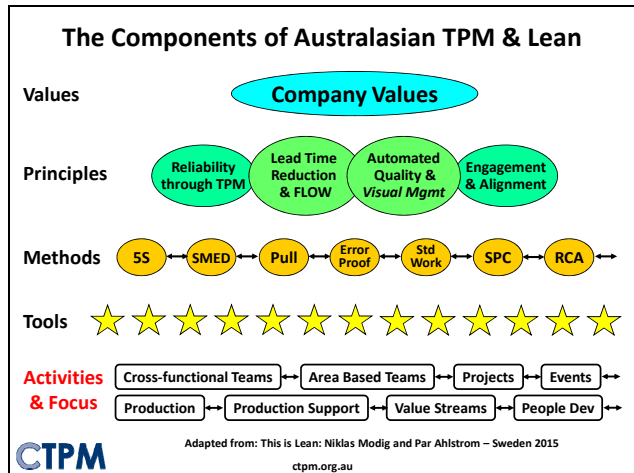
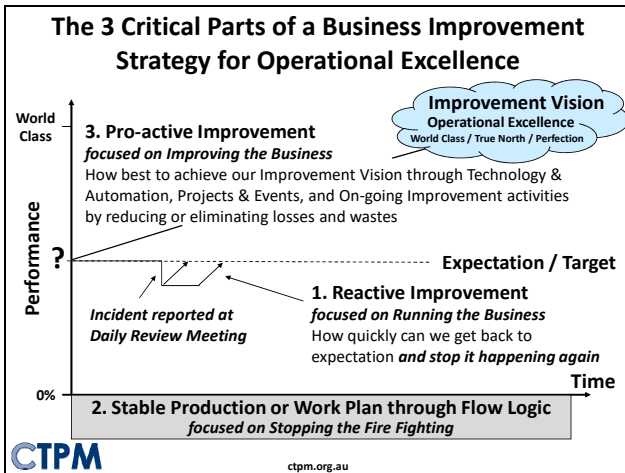


Development of CTPM's Support Material for Business Improvement



CTPM support material has been developed based on The 3 Critical Parts of a Business Improvement Strategy, grouping the Pro-active Improvement support material using the CTPM Activities & Focus Framework for Australasian TPM & Lean incorporating 10 Improvement Activities.

The material is focused on providing prescriptive (step by step) support for your improvement Leaders and their Team Members.

All support materials are supplied in hard copy format, however if soft copy format is required please call CTPM Head Office to discuss your needs and arrange appropriate pricing.

Special Manuals or Workbooks

In some situations you may wish to create a team for a specific purpose that may not be covered by the material listed here. If this is the situation please do not hesitate to contact CTPM and we can assist you to create a team mandate then adjust or create a suitable manual or workbook. We have done this on numerous occasions resulting in such manuals as:

- Special Micro FE&PI Steam Loss;
- Special Micro FPI Waste Generation Reduction;
- Special Micro FPI Energy Reduction; and
- Special Micro FPI Effluent Waste Reduction.

1. Reactive Improvement Support Material

Daily Review Process	*Price each (Min 5)
Daily Review Process Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Daily Review Process Team Member Manual – typically half-day or two 2-hour kick-offs plus 10 week cycle of 1.0-1.5 hour weekly meetings	\$40
<p>*The above pricing is for 5 or more of the same manual purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less Manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Frontline Problem Solving Root Cause Analysis	*Price each (Min 5)
Frontline Problem Solving Root Cause Analysis Workshop & Development Program Manual – typically one-day or two 4-hour workshops plus 8 week cycle of 1.5-2.0 hour meetings to complete 3 frontline problems Includes supporting Tools & Techniques handbook + CD of A3 Summary Sheet template in Microsoft Word plus 3 Frontline Problem Solving Root Cause Analysis Workbooks (colour)	\$120
Pack of 5 Frontline Problem Solving Root Cause Analysis Workbooks (colour) + CD of A3 Summary Sheet template in Microsoft Word	\$100
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Presentation (PowerPoint in PDF, Team Forms in Word, Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less Manuals or Pack of 5 Workbooks are 2 times the above pricing + Delivery Costs + GST</p>	

Support Materials for Frontline Problem Solving Root Cause Analysis	*Price each
Pack of 5 Frontline Problem Solving Root Cause Analysis Workbooks (colour)	\$100
Set of 3 Black & White A0 size Laminated Sheets with adhesive tape: <ul style="list-style-type: none"> • Frontline Problem Solving Root Cause Analysis A3 Summary Sheet • Cause & Effect Diagram Sheet • Why-Why Diagram Sheet 	\$200
Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) Frontline Problem Solving Root Cause Analysis A3 Summary Sheet	\$80
Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) Cause & Effect Diagram Sheet	\$80
Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) Why-Why Diagram Sheet	\$80
<p>*The above are sold as outlined above + Delivery Costs + GST</p>	

2. Stable Production or Work Plan through Flow Logic Support Material

Education Booklets	*Price each (Min 5)
Flow Logic Awareness Training Workshop Booklet – typically a one-day or two 4-hour workshops	\$35
Flow Logic Overview Training Workshop Booklet – typically a 4 hour or two 2-hour workshops	\$30
<p>*The above pricing is for 5 or more of the same booklet purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or booklet are purchased at the same time there will be a 10% discount CD Presentation (PowerPoint in PDF, Relevant Tools from CTPM Toolbox) are AU\$175 each + Delivery Costs + GST Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Flow Logic - Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each (Min 5)
Flow Logic Production Planning & Scheduling Stage 1 Team Member Manual	\$40
Flow Logic Production Planning & Scheduling Stage 2 Team Member Manual	\$40
Flow Logic Production Planning & Scheduling Stage 3 Team Member Manual	\$40
Flow Logic Production Planning & Scheduling Stage 4 Team Member Manual	\$40
Flow Logic Production Planning & Scheduling Stage 5 Team Member Manual	\$40
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

3. Pro-active Improvement Support Material

Education Manuals / Booklets	*Price each (Min 5)
TPM & Lean / CI Awareness Workshop Booklet – typically one-day or two 4-hour workshops	\$35
TPM & Lean / CI Overview Workshop Booklet – typically half-day or two 2-hour workshops	\$30
Maintenance Excellence Management (MEM) Awareness Workshop Manual – typically a one-day workshop (includes Maintenance Self Assessment Survey Parts A & B)	\$50
New Equipment Management (NEM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Support Dept Excellence Mgmt (SDEM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Process Capability Excellence (PCE) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$50
Value Stream Management (VSM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Value Stream Management (VSM) Overview Workshop Booklet - – typically half-day or two 2-hour workshops	\$30
Set-Up Time Reduction (Quick Changeover / SMED) Awareness Workshop Manual – typically a one-day workshop	\$40
Set-Up Time Reduction (Quick Changeover / SMED) Overview Workshop Booklet – typically a half-day workshop	\$30
Set-Up Study Chart – Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) **	\$80
<p>*The above pricing is for 5 or more of the same manual or booklet purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or booklet are purchased at the same time there will be a 10% discount; CD Presentation (PowerPoint in PDF, Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	
<p>** The above A0 Size Set-Up Study Chart are used during the Set-Up Time Reduction (Quick Changeover / SMED) Awareness and Overview Workshops. Usually one A0 Sheet per 4-6 is recommended</p>	

Leadership Team Member Manuals	*Price each (Min 5)
Site Leadership Team (SLT) Team Member Manual – to support 5-6 hour Introduction Strategy Planning workshop	\$50
Maintenance Excellence Leadership Team (MELT) Team Member Manual – to support 5-6 hour Maintenance Excellence Introduction Strategy Planning workshop	\$50
Support Dept Excellence Leadership Team (SDELT) Team Member Manual - to support 5-6 hour Support Department Excellence Introduction Strategy Planning workshop	\$50
Process Capability Excellence Leadership Team (PCELT) Team Member Manual - to support 5-6 hour Process Capability Excellence Introduction Strategy Planning workshop	\$50
People & Leadership Development Leadership Team (PLDLT) Team Member Manual - to support 5-6 hour People & Leadership Development Introduction Strategy Planning workshop	\$50
<p>*The above pricing is for 5 or more of the same manual purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual are purchased at the same time there will be a 10% discount; CD Presentation (PowerPoint in PDF, Team Forms in Word, Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Production Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each (Min 5)
Macro Focused Equipment & Process Improvement (FE&PI) Team Member Manual	\$50
Micro Focused Equipment & Process Improvement (FE&PI) Team Member Manual	\$40
Special Micro FE&PI Set-Up Time Reduction (Quick Changeover / SMED) Team Member Manual	\$40
Set-Up Study Chart – Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) **	\$80
Special Micro FE&PI Speed / Rate Loss Team Member Manual	\$40
Special Micro FE&PI Quality Loss Team Member Manual	\$40
Special Micro FE&PI Yield Loss Reduction Team Member Manual	\$40
Special Micro FE&PI Hygiene Standards Team Member Manual	\$40
Special Micro FE&PI Loose Item Control Team Member Manual	\$40
<p>*The above pricing is for 5 or more of the same manual purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are \$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	
<p>** The above A0 Size Set-Up Study Chart can be purchased for use during the Special Micro FE&PI Set-Up Time Reduction (Quick Changeover / SMED) Kick-off Workshop and during the cycle of activity. Usually one A0 Sheet per team is recommended.</p>	

Production Activities – Area Based Teams	
Preparation Booklets	*Price each
Preparation for Area Based Teams & Work Area Management / 5S Booklet	\$30
Preparation for Operator Equipment Management Step 1 / Autonomous Maintenance 1 (OEM-1) Booklet	\$25
Preparation for Operator Equipment Management Step 3 / Autonomous Maintenance 3 (OEM-3) Booklet	\$25
*The above are sold as outlined above + Delivery Costs + GST	

Production Activities – Area Based Teams	
Team Leader and Team Member Workbooks typically half-day or two 2-hour kick-offs plus 12 week cycle of weekly 0.5 hr meeting and 1.5hr activity	*Price each (Min 5)
Work Area Management / 5S Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of WAM	\$25
Work Area Management / 5S Team Member Workbook (Coloured)	\$30
Operator Equipment Management Step 1 Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of OEM-1	\$25
Operator Equipment Management Stage 1 Step 1 Team Member Workbook (Coloured)	\$30
Operator Equipment Management Step 2 Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of OEM-2	\$25
Operator Equipment Management Stage 1 Step 2 Team Member Workbook (Coloured)	\$30
Operator Equipment Management Step 3 Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of OEM-3	\$25
Operator Equipment Management Stage 1 Step 3 Team Member Workbook (Coloured)	\$30
Operator Equipment Management Step 4 Implementation Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of OEM-4	\$25
Operator Equipment Management Stage 2 Step 4 Implementation Team Member Workbook (Coloured)	\$30
Operator Equipment Management Step 5 Team Leader User Guide Workbook Provides guide notes for each of the 10 Parts of OEM-5	\$25
Operator Equipment Management Stage 2 Step 5 Team Member Workbook (Coloured)	\$30
Operator Equipment Management Stage 3 Step 6 Team Member Workbook (Coloured)	\$30
Operator Equipment Management Stage 4 Step 7 Team Member Workbook (Coloured)	\$30
*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount ; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are \$175 each + Delivery Costs + GST; Orders for 4 or less manuals or workbooks are 2 times the above pricing + Delivery Costs + GST	

Production Activities – Area Based Teams	
Tags to support WAM / OEM Activities	*Price each
CLEAR-UP Tags - Light Blue: Pack 50 without cable ties	\$30
CLEAR-UP Tags - Light Blue: Pack 50 with cable ties	\$35
Defect Tags (3-section) Dark Blue: Pack 50 without cable ties	\$95
Defect Tags (3-section) Dark Blue: Pack 50 with cable ties	\$100
*The above are sold as outlined above + Delivery Costs + GST	

Production Support Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each (Min 5)
Micro Focused Maintenance Improvement – Generic Team Member Manual	\$40
Micro Focused Maintenance Improvement – Knowledge Base Team Member Manual	\$40
Micro Focused Maintenance Improvement – Materials Management Team Member Manual	\$40
Micro Focused Maintenance Improvement – Planning & Scheduling Team Member Manual	\$40
Micro Focused Maintenance Improvement – Lubrication Team Member Manual	\$40
Macro New Equipment Management (NEM) – Design Team Member Manual	\$40
Micro New Equipment Management (NEM) – Design Team Member Manual	\$40
Special Micro NEM – Install & Commission Team Member Manual	\$40
New Area Management – Design & Install Team Member Manual	\$40
New Area Management – Design Specification Team Member Manual	\$40
New Process Management Team Member Manual	\$40
Micro Focused Support Improvement Team Member Manual	\$40
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are \$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Production Support Activities – Area Based Teams	
Team Leader Manuals and Team Member Workbooks	*Price each (Min 5)
Work Area Management / 5S Team Leader User Guide Provides guide notes for each of the 10 Parts of WAM	\$25
Work Area Management / 5S Team Member Workbook (Coloured)	\$30
Workplace Management for Maintenance Team Leader User Guide Provides guide notes for each of the 10 Parts of WPM	\$25
Workplace Management for Maintenance Team Member Workbook (Coloured)	\$30
Workplace Management for Support Team Leader User Guide Provides guide notes for each of the 10 Parts of WPM	\$25
Workplace Management for Support Team Member Workbook (Coloured)	\$30
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are \$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Value Stream Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each (Min 5)
Macro Focused Process Improvement (FPI) Team Member Manual	\$50
Micro Focused Process Improvement (FPI) Team Member Manual	\$40
Special Micro FPI Waste Generation Reduction Team Member Manual	\$40
Special Micro FPI Waste Recycling Management Team Member Manual	\$40
Special Micro FPI Planning & Scheduling Team Member Manual	\$40
Special Micro FPI Energy Reduction Team Member Manual	\$40
Special Micro FPI Power Reduction Team Member Manual	\$40
Special Micro FPI Warehousing Team Member Manual	\$40
Special Micro FPI Warehouse Layout & Process for Green Stream Team Member Manual	\$40
Special Micro FPI Effluent Waste Reduction Team Member Manual	\$40
Special Micro FPI MPSA Misses Team Member Manual	\$40
Special Micro FPI NCR Damage Claims Reduction Team Member Manual	\$40
Special Micro FPI RM Stock Tracking / BOM Accuracy Team Member Manual	\$40
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Value Stream Activities – Area Based Teams	
Team Leader Manuals and Team Member Workbooks	*Price each (Min 5)
Work Area Management / 5S for Office Team Leader User Guide Provides guide notes for each of the 10 Parts of WAM	\$25
Work Area Management / 5S for Office Team Member Workbook (Coloured)	\$30
Workplace Management for Office Team Leader User Guide Provides guide notes for each of the 10 Parts of WPM	\$25
Workplace Management for Office Team Member Workbook (Coloured)	\$30
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Mini Micro Problem Solving – Cross-functional Teams	
Team Leader Manuals & Team Member Workbooks	*Price each (Min 3)
Mini Micro Problem Solving Team Leader Manual Includes 5 Mini Micro Problem Solving workbooks (colour) plus supporting Tools & Techniques handbook, Forms handbook + CD of A3 Summary Sheet template and all team forms in 'Microsoft Word'	\$120
Pack of 5 Mini Micro Problem Solving Workbooks (colour)	\$100
<p>*The above pricing is for 3 or more of the same manual purchased at the same time + Delivery Costs + GST; If 10 or more of the same manual are purchased at the same time there will be a 10% discount; Orders for 2 or less Manuals or Pack of 5 Workbooks are 2 times the above pricing + Delivery Costs + GST</p>	

Support Materials for Mini Micro Problem Solving	*Price each
Extra Individual Mini Micro Problem Solving Workbooks (colour) linked to the purchase of a Team Leader Manual or a Pack of 5 Workbooks	\$20
Set of 3 Black & White A0 Size Laminated Sheets with adhesive tape: <ul style="list-style-type: none"> Mini Micro Problem Solving A3 Summary Sheet Cause & Effect Diagram Sheet Why-Why Diagram Sheet 	\$200
Individual Black & White A0 size Laminated Sheet (Includes adhesive tape) Mini Micro Problem Solving A3 Summary Sheet	\$80
Individual Black & White A0 size Laminated Sheet (Includes adhesive tape) Cause & Effect Diagram Sheet	\$80
Individual Black & White A0 size Laminated Sheet (Includes adhesive tape) Why-Why Diagram Sheet	\$80
*The above are sold as outlined above + Delivery Costs + GST	

People & Leadership Development Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each (Min 5)
Micro Education & Training Base Skills Team Member Manual	\$40
Micro Education & Training OEM-3 Lubrication Skills Team Member Manual	\$40
Micro Education & Training Quality Skills Team Member Manual	\$40
Micro Education & Training OEM-4 (Stage 2 Step 4) Planning Team Member Manual	\$40
Micro Education & Training OEM-4 (Stage 2 Step 4) Preparation Team Member Manual	\$40
Micro People Support Systems – Knowledge Base Team Member Manual	\$40
<p>*The above pricing is for 5 or more of the same manual or workbook purchased at the same time + Delivery Costs + GST; if 10 or more of the same manual or workbook are purchased at the same time there will be a 10% discount; CD Kick-off Presentation (PowerPoint in PDF, Team Forms in Word, and Relevant Tools) are AU\$175 each + Delivery Costs + GST; Orders for 4 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Area Based Teams – Team Skills 2 hr Modules	
Team Leader Manuals for Team Skills	*Price each (Min 3)
Team Skills Team Leader Manual – Being an Effective Team Member (M1) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Running Effective Meetings (M2) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Presentation Skills (M3) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Decision Making & Problem Solving (M4) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Dealing with Difficult People (M5) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Conflict Resolution (M6) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Negotiation Techniques (M7) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Appreciation of Individual Strengths & Weaknesses (M8) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Giving & Receiving Feedback (M9) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
Team Skills Team Leader Manual – Planning & Prioritising (M10) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<p>*The above pricing is for 3 or more of the same manual purchased at the same time + Delivery Costs + GST; if 10 or more of the same manual are purchased at the same time there will be a 10% discount; Orders for 2 or less manuals are 2 times the above pricing + Delivery Costs + GST</p>	

Area Based Teams – Team Skills 2 hr Modules	
Team Member Booklets	*Price each
Extra Colour Booklets of same module linked to purchase of Team Skills Team Leader Manual above	
1. Being an Effective Team Member Booklet (colour)	\$10
2. Running Effective Meetings Booklet (colour)	\$10
3. Presentation Skills Booklet (colour)	\$10
4. Decision Making & Problem Solving Booklet (colour)	\$10
5. Dealing with Difficult People Booklet (colour)	\$10
6. Conflict Resolution Booklet (colour)	\$10
7. Negotiation Techniques Booklet (colour)	\$10
8. Appreciation of Individual Strengths & Weaknesses Booklet (colour)	\$10
9. Giving & Receiving Feedback Booklet (colour)	\$10
10. Planning & Prioritising Booklet (colour)	\$10
<p>*If purchased separately (not as extras linked to the Team Skills Team Leader Manual) then one off booklets are 3 times the above pricing + Delivery Costs + GST</p>	

Area Based Teams – Team Leader Skills 2 hr Modules	
Manuals for Team Leader Skills	*Price each
Training Modules	
Training Skills for Team Leader Manual – Know your Learners (T1) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Training Skills Module	\$150
Training Skills for Team Leader Manual – Training Methods (T2) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Training Skills Module	\$150
Leadership Modules	
Leadership Skills for Team Leader Manual – Time Management & Delegation (L1) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
Leadership Skills for Team Leader Manual – Motivation & Accountability (L2) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
Leadership Skills for Team Leader Manual – Evaluating Leadership (L3) Provides training plan, hardcopy of PowerPoint slides, CD of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
*The above are sold as outlined above + Delivery Costs + GST	

Area Based Teams – Team Leader Skills 2 hr Module	
Team Member Booklets	*Price each
Extra Colour Booklets of same module linked to purchase of Training & Leadership Skills Manual above	
Training Modules	
1. Knowing your Learners Booklet (colour)	\$15
2. Training Methods Booklet (colour)	\$15
Leadership Modules	
1. Time Management & Delegating Booklet (colour)	\$15
2. Motivation & Accountability Booklet (colour)	\$15
3. Evaluating Leadership (Self Development) Booklet (colour)	\$15
*If purchased separately (not as extras linked to the Training or Leadership Skills for Team Leader Manual) then one off booklets are 3 times the above pricing + Delivery Costs + GST	