

THE TOOLS TO
DEVELOP YOUR
CAPABILITIES!

7 CORE

ONE DAY OF
FAST-PACED
LEARNING!

WORKPLACE SKILLS



We're often asked "What are the core skills that people need to operate effectively in the modern workplace?"

We've now assembled these **7 Core Workplace Skills**. In our opinion these skills are so important that they must be learnt in a training session. You cannot master these skills online or via YouTube. You need to sit in a training session with a group of other people to embed these skills.

So we're packing our "7 Core Workplace Skills" into one day of fast-paced learning. The idea of the day is to give you a health check on your current abilities. Each session will give you tools to develop your current capability.

1. Time Management
2. Strategic Thinking
3. Communication at Work
4. Resolving Conflicts in the Workplace
5. Workplace Wellbeing
6. Dealing with Difficult People
7. Managing Expectations



VENUE

These consecutive courses will all be conducted at Saxons, L10, 555 Lonsdale Street, Melbourne.

DATE: 11 February 2019

ENROLMENT

Just let us know how many seats you would like to book for your organisation. The start and finish timings are exact so please don't be late as it's a distraction and the learning is fast paced so you'll be missing out. Each seat is \$90 EX GST.

PREFERRED TRAINING NETWORKS

Ph: 1300 323 752 email: mail@preftrain.com.au Web: www.preftrain.com.au

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PLEASE TICK WHICH SESSIONS YOU'D LIKE TO REGISTER TO ATTEND AND THE NUMBER OF PARTICIPANTS.

7 CORE WORKPLACE SKILLS	KEY TOPICS	No. of Participants	Cost (ex GST)
Time Management 7.30am - 8.45am 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Planning your day ▶ Prioritising tasks ▶ Staying on top of your workload ▶ Dropping unimportant stuff 		X \$90pp
Strategic Thinking 9.00am - 10.15am 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ What are your organisation's strategic objectives ▶ Porters 5 Forces ▶ SWOT analysis ▶ 3 common strategic mistakes 		X \$90pp
Communication at Work 10.30am - 11.30pm 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Workplace miscommunications ▶ Checking for understanding ▶ Writing and email errors ▶ Giving and receiving feedback 		X \$90pp
Resolving Conflicts in the Workplace 11.45am - 1.00pm 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Causes of recurring conflict ▶ Finding the root cause of conflict ▶ Cultural differences and embracing diversity ▶ Nipping conflict early 		X \$90pp
Workplace Wellbeing 1.15pm - 2.15pm 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Staying strong in adversity ▶ Breathing techniques that essential services people use ▶ Responding to emergencies rather than reacting ▶ Practical organisational wellbeing tools 		X \$90pp
Dealing with Difficult People 2.30pm - 3.45pm 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Why are people difficult ▶ Behavioural styles of difficult people ▶ Removing a blame culture ▶ Dealing with difficult internal and external customers 		X \$90pp
Managing Expectations 4.00pm - 5.00pm 11 Feb \$90 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> ▶ Setting expectations ▶ Resetting unrealistic expectations ▶ Dealing with a culture of entitlement ▶ How expectations are formed 		X \$90pp
		Total participants:	Total cost:

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Email this registration form to mail@preftrain.com.au :

Name: Position:

Company:

Address:

Phone: Fax: Email:

Pay by credit card: Visa Mastercard Card holder Name:

Card Number: Card Expiry /

Signature or Direct Deposit to BSB 063 270 Acct No. 10072387

Invoice Our Company

MELBOURNE Venue: Saxons, L10, 555 Lonsdale St Melbourne

Please Note: 1. Cancellations not received by email by 5.00pm, 21 days before the start date will be invoiced the full amount.
 2. Payment must be received prior to the event. 3. A tax invoice will be issued prior to the event.

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