

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, 10 Barrack Street Sydney

DATE: Wednesday, 15 May 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 \$140 EX GST.

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