

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



## VENUES and DATES

### Sydney 27 August,

Saxons Level 10, 10 Barrack St

### Brisbane 9 October,

Saxons L11, 300 Adelaide St

### Adelaide 10 September,

Saxons L5, 38 Gawler Place

### Perth 19 November,

Saxons L1, 140 St Georges Tce

## 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.

## PREFERRED TRAINING NETWORKS

Ph: 1300 323 752 email: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) Web: [www.preftrain.com.au](http://www.preftrain.com.au)

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PREFERRED TRAINING  
NETWORKS

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

Sydney 27 August Brisbane 9 October  
Adelaide 10 September Perth 19 November

7 CORE WORKPLACE SKILLS	KEY TOPICS	City attending	No. of Participants	Cost (ex GST)
<b>Strategic Thinking</b> 8am - 9am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ What are your organisation's strategic objectives</li> <li>▶ Porters 5 Forces</li> <li>▶ SWOT analysis</li> <li>▶ 3 common strategic mistakes</li> </ul>			X \$140pp
<b>Time Management</b> 9.15am - 10.15am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Planning your day</li> <li>▶ Prioritising tasks</li> <li>▶ Staying on top of your workload</li> <li>▶ Dropping unimportant stuff</li> </ul>			X \$140pp
<b>Communication at Work</b> 10.30am - 11.30am \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Workplace miscommunications</li> <li>▶ Checking for understanding</li> <li>▶ Writing and email errors</li> <li>▶ Giving and receiving feedback</li> </ul>			X \$140pp
<b>Resolving Conflicts in the Workplace</b> 11.45am - 1.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Causes of recurring conflict</li> <li>▶ Finding the root cause of conflict</li> <li>▶ Cultural differences and embracing diversity</li> <li>▶ Nipping conflict early</li> </ul>			X \$140pp
<b>Workplace Wellbeing</b> 1.30pm - 2.30pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Staying strong in adversity</li> <li>▶ Breathing techniques that essential services people use</li> <li>▶ Responding to emergencies rather than reacting</li> <li>▶ Practical organisational wellbeing tools</li> </ul>			X \$140pp
<b>Dealing with Difficult People</b> 2.45pm - 4.00pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Why are people difficult</li> <li>▶ Behavioural styles of difficult people</li> <li>▶ Removing a blame culture</li> <li>▶ Dealing with difficult internal and external customers</li> </ul>			X \$140pp
<b>Managing Expectations</b> 4.15pm - 5.15pm \$140 pp EX GST <input type="checkbox"/> tick here	<ul style="list-style-type: none"> <li>▶ Setting expectations</li> <li>▶ Resetting unrealistic expectations</li> <li>▶ Dealing with a culture of entitlement</li> <li>▶ How expectations are formed</li> </ul>			X 140pp
			Total participants:	Total cost:

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

Name:  Position:

Company:

Address:

Phone:  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 Total Seats  X \$140(ex GST) =

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