

WORK EFFECTIVELY WITH OTHERS



Target Audience	For people who would like to develop their skills to lead or work effectively in a team
Overview	This is an ideal program for ‘first-time’ leaders who are required to lead, motivate and/or interact in a team environment. The workshop encourages participants to reflect on the dynamics of their current work team and to bring their ideas and preconceptions about leadership into the open. Topics include building trust, group dynamics, setting work goals, supporting team members and positive communication techniques. The workshop covers theoretical concepts but also allows time for team activities and problem solving discussion.
Content	<ul style="list-style-type: none"> • What makes an effective team • Four stages of the team • Contributing to work goals and productivity • Personal communication strategies and styles • Manager vs leader • Operating rules • Resolving conflict • The roles people play
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 20
Investment	\$295 (incl GST) per participant
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

Contact us to discuss how this course can be customised for your organisation’s needs