

Workshop Details

Developed by business leaders and managers these workshops are practical, information packed and with tools to use immediately and ongoing. Interactive and dynamic delivery.

Individual Participants: \$125 inc GST

Includes refreshments

Registration is essential: www.safeplacetraining.com or call us

Cost for Organisations: \$595.00 inc GST per group
(for up to 20 participants)

Duration: 4 hours

Location:

- **Workshops are held for individuals at**

147 Goodwood Road Goodwood
Phone or email for registration

- **Organisations**

Training can be facilitated at your worksite or at our training centre in Goodwood

Office/Training Centre:

5/147 Goodwood Rd, Goodwood SA 5034

Phone : (08) 7324 9908

Email: info@safeplacetraining.com

Providers of Business Workshops

Great for training and development sessions for management, staff and volunteers.

Courses include:

- Communication in the Workplace
- Managing Change
- Time Management
- Active Business & Strategic Planning
- Performance Management
- Project Management Basics
- Continuous Business Improvement

Practical Tools and Immediate Benefits

Other Training Courses

- Child Safe Environments - Reporting Child Abuse and Neglect (Families SA Approved) throughout Adelaide and South Australia
- Identify and Respond to the Abuse of Older People

Training Centre Hire

Meeting and Training Facilities

147 Goodwood Road, Goodwood

Two modern, air conditioned, comfortable training and meeting rooms provide flexible and versatile spaces.

Conveniently located just 3.8km south of the Adelaide CBD and 8.2km from the Adelaide Airport.

Business Workshops for Organisations

Dynamic Interactive



SAFE PLACE TRAINING

Excellent, Relevant, Up-To-Date

 **SAFE PLACE TRAINING**

Communication in the Workplace



The workplace is people working together and they need to communicate.

This course identifies the basics of good communication and how it can be applied in the workplace to improve efficiency, promote greater collaboration and reduce conflict.

The course covers:

- What is communication and how we communicate
- Communication skills, verbal and non-verbal
- Managing conflict and difficult conversations
- Appropriate verbal and non-verbal workplace communication
- Managing gossip and confidentiality

Duration: 4 Hours

Time Management



Time Management at work is becoming more critical everyday because business has to do more with less resources and budgets.

Improving staff time management can result in business efficiency and less stress.

This course will show you how to effectively manage your time.

The course covers:

- Setting SMART Goals
- Planning and prioritising your time
- Tackling procrastination
- Crisis management
- Organising your workplace
- Delegating made easy
- Meeting management

Duration: 4 Hours

Managing Change



The only constant in business is change, and implementing change can be difficult for management and staff.

But change is necessary for business to succeed and this course provides tools to manage the change process to minimise the business impact.

The course covers:

- Planning for change
- Implementing change
- Acceptance of change

Duration: 4 Hours