

Bite-Sized Training Workshops

A Division of CommuniCorp Pty Ltd. Presented in partnership with the Australasian Mutuals Institute



DO YOU:

- NEED STAFF TRAINING WITHOUT THE USUAL DOWN-TIME AND PRODUCTIVITY LOSS?
- HAVE DIFFICULTY FINDING TIME FOR PROFESSIONAL DEVELOPMENT?
- WANT COST-EFFECTIVE AND HIGH QUALITY TRAINING WITHOUT THE USUAL DISRUPTION?

IF YES THEN BITE-SIZED TRAINING WORKSHOPS COULD BE FOR YOU!

What are Bite-Sized Training Workshops?

- A series of 90 minute workshops delivered at your premises
- Fast-paced, interactive and fun – run by consultant psychologists, experienced facilitators and industry experts
- Range of personal and management skills topics

How to:

- Plan and prioritise
- Develop your leadership style
- Communicate effectively
- Manage stress
- Brainstorm ideas
- Handle conflict
- Work well in a team
- Motivate people
- Give effective feedback
- Delegate effectively
- Interview potential recruits
- Influence and persuade
- Set goals and development plans
- Manage up (coming soon)
- Manage 'Gen Y' (coming soon)

Why Have Bite-Sized Workshops?

- Minimal workplace disruption = better attendance and less impact on productivity and work schedules.
- Flexible delivery times - morning, lunchtime, afternoon, after hours or weekends.
- Less staff down-time and less complaints from participants about having to play catch up or make up lost time from having a full day away from their desk.
- Highly cost effective, from under \$100 per person. Run at your premises so no venue and catering costs either.
- Improved retention and recall. Workshops use accelerated learning techniques and people can put learning into practice minutes later. There is no information overload.
- Tried and tested. Years of development and refinement. Training is sophisticated yet simple, highly applied and delivered by people who really know their stuff.
- It works. Bite-Sized Training has been a proven performer in the UK for many years.
- Suitable for a wide audience of participants across disciplines and with varying experience levels.
- Invite your own clients as a 'value add' to your current service offerings or get together with other like-minded businesses to reduce costs.
- Easy to book, one number to call for a wide range of topics.
- A six workshop package qualifies for 9 CDP hours within the AMInstitute continuing professional development system.

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AMI Institute
Australasian Mutuals Institute
Excellence • Professionalism • Integrity



Frequently Asked Questions

Q
A

“Must it be the same people at all six (or eight, etc) workshops?”

No. As long as there are no more than 16 people per workshop the composition of each group is up to the client. Some people see the list of what's available and want the lot; others prefer to cherry-pick - both can be accommodated.

Q
A

“What happens if one or more of our staff doesn't show up for a workshop?”

If there is a lot of demand, it is well worth operating a standby list to ensure the workshop runs to capacity. However, given the cost-effectiveness of bite-sized training workshops at least a no-show isn't the end of the world financially.

Q
A

“Can't we have the workshops on a monthly basis?”

The recommended frequency is weekly or fortnightly to keep a sense of occasion and momentum going (and we have done six over two days...).

Q
A

“Do the workshops have to be on the same day of the week and at the same time?”

Yes. This is to keep it simple for all parties as everyone gets to know when they are in the calendar. Dates are scheduled upfront at the time of booking.

Q
A

“What do participants get to take away from the workshops?”

They get a Mind Map of the session and worksheets, including suggestions for further reading. They also get a follow up e-mail from the trainer within one week, which summarises the key points.

Who are Bite-Sized Training Workshops for?

- People who always say they haven't got time to go on a training course. Oddly, they can be the same people who, come appraisal time, always say they need some training.
- Managers who say their people haven't got time to go on a training course. Every company has them.
- Managers new to handling people. The range of topics available covers a variety of management skills, many of which will be of immediate and lasting benefit to new managers.
- Shift workers – workshops can be integrated into your roster to ensure high attendance rates.
- Anyone and everyone who will benefit from a particular topic, whether as an introduction or a refresher.

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What to do if you want some Bite-Sized ...

- CHOOSE THE BITE-SIZED WORKSHOPS YOU WANT FROM THE MENU – MINIMUM SIX
- CALL COMMUNICORP AND BOOK THE DATES
- SCHEDULE THE WORKSHOPS – WEEKLY OR FORTNIGHTLY, FIRST THING/LAST THING/ LUNCHTIME – IT'S UP TO YOU
- SIGN UP THE PARTICIPANTS – MAXIMUM 16 PER WORKSHOP
- PROVIDE THE VENUE
- BE AWARE THAT WORKSHOPS BEGIN AND END ON TIME

TO BOOK YOUR OWN 'SIX PACK' OR FOR MORE INFORMATION: PLEASE CALL COMMUNICORP ON PH: 1300 855 140 or email info@communicorp.com.au



How Much?

Bite-sized workshops are priced as a package* with a minimum of six workshops. There are preferential rates for booking workshops back-to-back. Fees are shown below for packages of six workshops.

6 WORKSHOPS OVER 3 DAYS
\$9,735.00 (includes GST)

e.g. 2 x workshops every Tuesday morning

6 WORKSHOPS OVER 6 DAYS
\$10,890.00 (includes GST)

e.g. 1 x workshop every Thursday lunchtime

BITE-SIZED TRAINING IS AVAILABLE IN: • SYDNEY • BRISBANE • MELBOURNE • PERTH • ADELAIDE • DARWIN • CANBERRA • NEW ZEALAND AND OTHER REGIONAL AREAS INCLUDING (but not limited to) • WOLLONGONG • NEWCASTLE • NSW COAST (FAR NORTH, CENTRAL AND SOUTH) • SOUTHERN HIGHLANDS • SOUTH EAST QUEENSLAND AND THE RIVERINA

*Price includes GST. To accommodate logistical requirements, 50% of individual workshop fees are payable for all postponements and cancellations. Bite-Sized Workshops are conducted by CommuniCorp under licence from Dawn Sillett UK.

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