

Working Efficiently Within A Team



Discover how you and your team can work more efficiently so you are able to maximise your productivity and achieve your desired outcomes.



Program Overview

Would you like your team to learn how to work efficiently, **maximise their productivity** and achieve great results? This program will show you and your team how to work effectively together and stay organised under pressure, while achieving great team outcomes and results.

Learning Outcomes

What the program will cover:

- Learn strategies for being organised and productive within a team.
- Team systems, procedures and methods of document control.
- Sharing software: address books, electronic files and the intranet.
- Project planning, team goals and outcomes.
- How to overcome barriers to success and goal attainment.
- Delegating effectively to achieve project goals.
- Group dynamics and effective communication skills.
- Working with disorganised team members.
- Working effectively with your manager.
- Tips on running effective meetings that produce outcomes.
- Roles and responsibilities and holding team members accountable.
- Listening skills, motivating the team and monitoring team effectiveness.
- How differences in background and personality affects interpersonal communication.
- Develop strategies for effective team leadership and giving/ receiving feedback.
- Understand conflict, its benefits and strategies for negotiation and mediation.
- Managing and reducing team and project related stress.

Book and pay 30 days before a scheduled course to receive the early bird discount!



Program details

Duration:	1 day (9.30am to 4.30 pm)
Venue:	CBD location in each City
Investment:	\$875 (single) \$750 (4 or more delegates booked)
Early bird:	\$725 (single), \$600 (groups)

Your investment includes morning and afternoon tea, lunch, a comprehensive workbook, an organising tips booklet, two motivational cards, free access to our online efficiency toolkit, a Certificate of Achievement and a follow up coaching call.

Program details

Duration:	half day (9.30am to 1.30pm)
Venue:	CBD location in each City
Investment:	\$440 (single) \$375 (4 or more delegates booked)
Early bird:	\$365 (single); \$300 (groups)

Your investment includes morning tea, a comprehensive workbook, an organising tips booklet, two motivational cards, free access to our online efficiency toolkit, a Certificate of Achievement and a follow up coaching call.

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Benefits of the Program

- Increase team effectiveness and productivity.
- Gain practical tips on how to work with your manager.
- Gain an understanding of how to overcome conflict within a team.
- Discover how to achieve team outcomes each and every time.

Who Should Attend?

This program is suited for any individual who would like to improve their personal efficiency skills and works within a team environment. It is highly recommended for groups who work together in the same department or office. This program is also relevant for individuals who manage teams and would like to improve their organisational management skills.

Format

We keep our public workshop numbers small so that participants can receive individual attention from our expert facilitators and can have time to participate in all the exercises. Our training programs are practical with lots of interaction and discussion between the participants.

Before attending the workshop each participant will receive a pre-program questionnaire that they are required to complete and return to us at least 3 days prior attending the course. During the workshop, participants are encouraged to develop and work on an individual action plan in a consultative and controlled environment. Participants return to work with a clear understanding of how to apply the techniques learnt so they are able to improve their productivity. Each participant will receive a Certificate of Achievement on completion of a course and individual follow up contact within a month of attendance.

3 Easy Ways to Register



1. Book online using our secure shopping cart.
2. Fax completed registration form to 02 9283 5680.
3. Call us on 1300 783 987 to speak to one of our course coordinators.

In- house learning solutions

Save up to 35% by running this program in-house

We can customise this program to suit your business requirements and it can be delivered as either a full day or two day program. We will conduct a pre workshop analysis to determine the best fit for your organization and culture so that you receive the maximum results from your training investment.

Join other companies such as Cancer Council NSW, BHP Billiton, Australian Hearing, Origin Energy, North Sydney Council and many more who have benefited from this program.

I would definitely recommend their workshops to any organization who want their staff to learn how to work more efficiently.

Donna – VP Manager

For more details and to discuss your requirements call us today on **1300 783 987**

What past delegates have said...

We received many valuable teamwork suggestions and concrete strategies, a number of which have already been implemented and are working great. I highly recommend this workshop.

Susie, Manager – Business and Consumer Banking

Excellent! I found the workshop very useful and picked up many simple yet helpful tips.

Alison, Office Manager

I found this workshop informative and engaging. It definitely addressed my concerns with useful tools and tips which I plan to implement.

Rob, Research Associate

Registration Form

Office use only
Reg date:
Reg ID:

YES, I want to attend the **Working Efficiently in a Team** workshop.

Name Job Title

Organisation Address

Phone Email

How did you hear about this workshop

Full day course - location and dates (please tick)

SYDNEY 27 March 22 September **BRISBANE** 26 March 29 September
CANBERRA 15 April 13 October **MELBOURNE** 28 April 21 October

Half day course - location and dates (please tick)

SYDNEY 7 May 24 November **BRISBANE** 16 June 8 December
CANBERRA 27 May 4 December **MELBOURNE** 21 July 11 December

Investment - inclusive of GST

FULL DAY COURSE Single **\$875** Early bird **\$725** Groups (4 or more delegates) **\$750** Early bird **\$600**
HALF DAY COURSE Single **\$440** Early bird **\$365** Groups (4 or more delegates) **\$375** Early bird **\$300**

Please list the full name and contact email of all the delegates attending. *For additional delegates please photocopy this form.*

Name Email

Name Email

Name Email

Name Email

Payment options

By credit card: Please charge the following credit card VISA Mastercard

Card number

Name on card Expiry date

Signature

By Direct Debit: Please credit Sarden Group Pty Ltd BSB: 112-879 A/c No: 125711391

Total amount payable \$.....

Terms and conditions for public courses

Booking Policy: Your booking is not confirmed until payment is received. Once we receive your payment and registration details your place (s) will be reserved and you will receive a tax invoice and the program details including the venue address. We are happy to issue an invoice for a purchase order but payment in full is required 7 working days before the course.

Program Inclusions: The investment includes morning and afternoon tea, lunch, all course materials and follow up contact once the course is completed. As an extra bonus each delegate will receive an easy to read book full of organising tips, two motivational cards and free access to our **online efficiency tool-kit**. The tool-kit includes case studies, assessments, forms and checklists they can customise for their own use.

Cancellation Policy: A full refund, less 25% service charge will be charged for cancellations received in writing (letter, fax, email) within 7 days of a course. We regret that no refunds can be made less than 7 days before a scheduled event. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. If places are available your booking may be transferable to another scheduled event of equal value within 12 months of booking date. Organising Place reserves the right to alter this program without notice. If an event is cancelled by Organising Place, program fees are fully refundable.

Our Guarantee: We stand behind our facilitators and course content to ensure that you get maximum results from your training investment. We guarantee that you and your staff will come away with at least 3 techniques that will improve their personal efficiency. We also guarantee that your training will be facilitated by qualified trainers in a professional manner. If we fail to meet these expectations, please contact us in writing within 30 days describing what solutions were not met. Once we are able to discuss the issue with you we can either arrange for you or your staff to attend another scheduled course or issue you a full refund. Failure to make a claim within one month of the workshop implies that you were fully satisfied with the course.

FAX this form to 02 9283 5680

Organising Place

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