

New South Wales Training Calendar 2010

Key

Assertiveness Skills 2 Days	
Behavioural Interviewing 1 Day	
Managing Change ½ Day	
The Power of Presentation: Become an Expert Facilitator 1 Day	
Emotional Resilience ½ Day	
Managing With Insight 2 Days	
Time Management ½ Day	
Striking a Balance: Work and Life Well-being 1 Day	
Public Holiday	

January						
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February						
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March						
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April						
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May						
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June						
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July						
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August						
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October						
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November						
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December						
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Managing With Insight
This popular course was developed by Chandler Macleod over 40 years ago to provide a framework for understanding behaviour. Through providing a 'users manual' for people interactions, participants are taught to understand and recognise behaviours and motivations. Practical skills in applying this framework are developed to enhance personal effectiveness and productivity.
The Power of Presentation: Become an Expert Facilitator
Presenting in front of others can be an intimidating experience for many. However, the ability to express ideas clearly, confidently and with style is a vital skill for many jobs. Chandler Macleod's The Power of Presentation course will help participants to develop their ability to make presentations, and to feel comfortable speaking in front of others.

Assertiveness Skills
The program looks at different types of behaviour including ineffective, non-assertive and aggressive behaviours, and contrasts assertiveness with each of these. Participants are able to identify non-assertive and aggressive characteristics they may possess, and learn the skills to replace these behaviours with specific assertive techniques.
Emotional Resilience
Through this course, you will explore methods to sustain emotional resilience through utilising a variety of tools to manage stress and effectively cope with challenging situations and life changing events.

Behavioural Interviewing
With over 50 years experience in both Recruitment and Training, Chandler Macleod runs this unique course helping you understand how to recruit the right staff and avoid making classic recruitment mistakes. Develop the skills to recruit top performers for your business using a scientific, competency-based methodology.
Striking a Balance: Work and Life Well-being
Finding the right balance in life is always difficult, particularly when working demands and personal challenges seem overwhelming. If we put too much energy into work and too little energy into rest, family and leisure - our health and well-being may suffer. These practical and positive workshops provide the opportunity to re-visit your priorities, to ensure you are happy and healthy in your personal and working life.

Managing Change
Navigating employees through significant change is a complex skill. This course will provide you with the tools necessary to adapt to and lead change. The program explores the nature of change, addresses the issue of how to optimise person-environment fit, and provides techniques on how to motivate employees in challenging times.
Time Management
Chandler Macleod's time management course is specifically designed to help you understand how investment in time and task management efforts now pays on-going dividends for your future.

Additional Course Offerings

Chandler Macleod also offer a broad range of training solutions that can be delivered on-site at your organisation, or our premises, on request. These programs can be tailored to suit your organisation or team requirements, and include:

Working with Equity and Respect (EEO, Harassment and Discrimination Awareness), Building and Maintaining Effective Workplace Relationships, Myer-Briggs Type Indicator (MBTI) and Teamwork, Empathy Selling, Manager as Coach, Motivating and Managing Performance: Effective Performance Reviews, Well-Being in the Workplace

For more information on training programs, schedules or to make a booking, please contact Katherine Gock on (02) 9269 8684 or Training.NSW@chandlermacleod.com

