

Bite-Sized Training Workshops

AUSTRALIA | NEW ZEALAND | SINGAPORE | HONG KONG



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

What are bite-sized training workshops?

- A series of 90-minute workshops, delivered at your premises
- Fast-paced, interactive and fun – all designed and delivered by experienced and qualified facilitators and industry experts
- Range of personal and management skills topics, including how to:

PLAN AND PRIORITISE

COMMUNICATE EFFECTIVELY

INFLUENCE AND PERSUADE

NEGOTIATE

WRITE PRESENTATIONS

DELIVER PRESENTATIONS

DEVELOP PERSONAL CONFIDENCE

STEP UP TO SALES

DELIVER EXCELLENT CUSTOMER SERVICE

HANDLE CONFLICT

DEVELOP YOUR LEADERSHIP STYLE

MOTIVATE PEOPLE

GIVE EFFECTIVE FEEDBACK

COACH YOUR PEOPLE

DELEGATE EFFECTIVELY

MANAGE GENERATION Y

INTERVIEW POTENTIAL RECRUITS

SET GOALS AND CREATE PERFORMANCE PLANS

MANAGE PROJECTS

WORK WELL IN A TEAM

MANAGE YOUR BOSS

Why have bite-sized workshops?

- Minimal disruption = better attendance and less impact on chargeable, client-facing hours and busy work schedules.
- Flexible delivery times – morning, lunchtime, afternoon, after hours.
- You choose the topics from the menu and the people who will participate, whether as a workgroup, management level or on an open-to-all first-come, first-served basis.
- Less employee down-time and fewer complaints from staff and their managers about participants having to play catch-up when they get back to their desk.
- Highly cost-effective training to a number of people. Price per head per workshop is around \$100 (AUD/USD/NZD). We come to you so there are no venue and catering costs.
- A great way to extend your in-house programme with professional, external trainers and proven content.
- Improved retention and recall. Bite-sized workshops use accelerated learning techniques and people can put the learning into practice minutes later. No information overload – workshops are very focused.
- Tried and tested. This works. CommuniCorp's bite-sized training workshops are now in their fifth year. Training is sophisticated yet simple, highly applied and delivered by people who really know their stuff.
- Suitable for a wide audience of participants across disciplines and with varying experience levels.
- CPD-friendly*. Can often be used towards Continuing Professional Development hours.
- Easy to book, contact CommuniCorp for a full range of workshops and to discuss your training requirements, email info@communicorpgroup.com or

Australia Local Call: 1300 855 140

Hong Kong Toll Free: 800 903 210

Singapore Toll Free: 800 101 2210

New Zealand Toll Free: 0800 450 997

www.communicorpgroup.com

Who are bite-sized workshops for?

- People who always say they haven't got time to go on a training course. Oddly, they can be the self-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.
- People who have found from experience that longer training courses are often 'padded out' and too long. For some, it's just too long away from the office. For some it may also be a case of learning 'indigestion'.
- Managers new to handling people. The range of topics available covers a range of management skills, many of which will be of immediate and lasting benefit to new managers.
- Anyone and everyone who will benefit from a particular topic.

What to do if you want some bite-sized...

- Choose the bite-sized workshops you want from the menu – minimum six
- Contact us 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, we have this down to a fine art



*subject to industry specific CPD requirements



Frequently asked questions

“Must it be the same people at all six (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.

“What happens if someone 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.

“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...).

“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.

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

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

“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, and include all participant materials, pre- and post-workshop notes to participants, post-workshop podcasts, trainer travel and a follow up feedback report.

Australia and New Zealand

6 workshops over 3 weeks

eg. 2 x workshops every Tuesday morning for 3 weeks

AU or NZ \$9750

6 workshops over 6-12 weeks

eg. 1 x workshop every Thursday lunchtime for 6 weeks

AU or NZ \$10950

Singapore and Hong Kong

6 workshops over 3 weeks

eg. 2 x workshops every Tuesday morning for 3 weeks

US \$8700

6 workshops over 6-12 weeks

eg. 1 x workshop every Thursday lunchtime for 6 weeks

US \$9900

*Prices exclude GST and other local taxes. Postponement and cancellation fees apply

Bite-Sized Training is available throughout Singapore, Hong Kong and the United Kingdom. In Australia it is available across most of New South Wales, Queensland and Victoria as well as Perth, Adelaide and Darwin. In New Zealand it is available in Auckland. **Other domestic and international locations available on request.**

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