

# 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

DEVELOP YOUR LEADERSHIP STYLE

COMMUNICATE EFFECTIVELY

HANDLE CONFLICT

WORK WELL IN A TEAM

MOTIVATE PEOPLE

GIVE EFFECTIVE FEEDBACK

DELEGATE EFFECTIVELY

INTERVIEW POTENTIAL RECRUITS

INFLUENCE AND PERSUADE

MANAGE YOUR BOSS

NEGOTIATE

MANAGE GENERATION Y

COACH YOUR PEOPLE

STEP UP TO SALES

MANAGE PROJECTS

DEVELOP PERSONAL CONFIDENCE

WRITE PRESENTATIONS

DELIVER EXCELLENT CUSTOMER

SERVICE

DELIVER PRESENTATIONS

## 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 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 at AUD/NZ\$100. 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.
- A six workshop package qualifies for 9 CDP hours within the AMInstitute continuing professional development system.
- Easy to book, contact CommuniCorp for a full range of workshops and to discuss your training requirements, email [info@communicorp.com.au](mailto:info@communicorp.com.au) or Aust Toll Free: 1300 855 140 or NZ Toll Free: 0800 450 997

## 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 three for an introductory package
- 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





### Frequently asked questions

#### “Must it be the same people at all three (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.

#### “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 within one week, which summarises the key points.

#### “How much?”

Bite-sized workshops are priced as a package\* with a minimum of six workshops or an introductory offer of three.

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, trainer travel and a follow up attendance and feedback report.

#### Introductory 3 workshop package over 6 weeks

*e.g. 1 x workshop every fortnight on Tuesday am for 6 weeks*

**\$4900.00**

#### 6 workshops over 3 weeks

*e.g. 2 x workshops every Tuesday morning for 3 weeks*

**\$8850.00**

#### 6 workshops over 6-12 weeks

*e.g. 1 x workshop every Thursday lunchtime for 6 weeks*

**\$9900.00**

\* Prices exclude GST. Postponement and cancellation fees apply

Bite-Sized Training is available in Australia, across most of New South Wales, Queensland and Victoria as well as Perth, Adelaide and Darwin. In New Zealand it is available in Auckland, Wellington and Christchurch.

**Other locations available on request.**

**To book or ask any questions please contact CommuniCorp at**

[info@communicorp.com.au](mailto:info@communicorp.com.au)

or Aust Toll Free: 1300 855 140

or NZ Toll Free: 0800 450 997



AUSTRALIA | NEW ZEALAND | SINGAPORE | HONG KONG

A Division of CommuniCorp Pty Ltd.

Presented in partnership with the Australasian Mutuals Institute