



CORP CATCH UP

DECEMBER 2014—*Christmas Edition*

Appropriate Workplace Behaviours Training

Appropriate Workplace Behaviours Training is one of CORP's most popular and successful courses. CORP currently provide this program for a large number of Organisations including many Government departments, Child care centres, and Drug and Alcohol facilities. CORP is proud of delivering over 250 AWB programs in the NT, the feedback we are glad to say is excellent:

What Staff are saying about this Training:

"I found this training to be very helpful and positive."

"If only I'd had this training six years ago."

"Worthwhile and beneficial, presented by a great trainer."

"An extremely valuable course, my whole department should be made to do it."

"This course really surprised me, I learnt so much."

What Managers are saying:

"This training gave me the skills to confidently implement my new knowledge in the workplace."

"I learnt how to introduce a conversation about an area of concern with a staff member."

"If you always do what you've always done, then you'll always get what you've always got."

Though this workshop has been designed for both government and non-government organisations its real aim is engaging individuals in the commitment to create a respectful work environment. The training is offered separately to both managers and staff to enable both these groups of workers to take personal responsibility and have a clear understanding of what they can do if they see or hear about these behaviours but above all be reflective of their own contribution. This training uses real life scenarios, current legislation including OH&S legislation, in which managers are individually responsible for mental and physical health in the workplace and the Fair Work Act. It can form one important part of an organisations response to their obligations to provide a safe workplace.



If you would like to discuss the options for engaging your staff and managers in this training, call Jo at CORP on 8941 5661

Mindfulness and Managing Stress 1 Day Retreat– Hosted by CORP

Held at Rydges Darwin Airport Resort

In 2014 CORP received some really positive feedback from participants who attended the Half Day Mindfulness and Managing Stress Public Workshop. It is for this reason and the benefits that we see to employees Mental Wellbeing that we have decided to roll this course out as a full day Retreat in 2015 to be held at the beautiful, Balinese-style Rydges Resort.



Stress is not necessarily bad. Excessive stress though is on the increase. Learning to manage stress can make the difference between success and failure. This workshop will raise awareness of the nature and cause of stress, both at home and in the workplace. Participants will be able to identify signs and symptoms of stress in themselves and others and become more aware of a range of relaxation techniques.

Workshop content:

What is stress?

Differences in perceiving Stress

Common signs of Stress

Know the warning signs

Stress Management Strategies

Relaxation Techniques

Positive language/ self-talk

Mindfulness – what it is and why it is the fastest growing tool for resilience, effectiveness, wellbeing and leadership

Integrating mindfulness at work and home

How to improve focus, concentration and decision making

Unhook from unhelpful thinking

Do what's important to you

Learning Outcomes:

At the end of this workshop you will be able to:

- Understand the nature of stress and how it affects us
- Identify some of the causes of stress in your own personal and working lives
- Explore a range of relaxation techniques
- Identify your personal and organisational goals
- Skills to reduce unhealthy stress
- Learn fundamentals of mindfulness practice



Course Dates:

Wednesday 8th April 8:30am-4pm

Tuesday 30th June 8:30am– 4pm

\$285

The Rydges Resort, lunch included

Interesting Christmas Facts

- The modern image of Santa Claus (big red suit) was developed by Coca Cola for promotional purposes
- More than 30 million 'real' Christmas trees are sold in the USA each Christmas
- The first commercial Christmas Cards were commissioned in 1843 during the Victorian Era by Sir Henry Cole in London.
- Oliver Cromwell, in England banned Christmas Carols between 1649 and 1660. Cromwell thought that Christmas should be a very solemn day so he banned carols and parties. The only celebration was by a sermon and a prayer service.
- Some priests in Australia advise you to say "Happy Christmas", not "Merry Christmas", because Merry has connotations of getting drunk - which brings its own problems. One should say "Happy" instead.
- An artificial spider and web are often included in the decorations on Ukrainian Christmas trees. A spider web found on Christmas morning is believed to bring good luck.
- In India, they decorate banana trees at Christmas time

The Neuroscience of Leadership— Free event in Katherine

We had an overwhelming response to The Neuroscience of Leadership Talk presented at October Business Month in Darwin and Alice Springs. Not wanting people in Katherine to miss out we have decided to hold the talk in Katherine in the New Year. Morning tea will be provided and an hour talk on the topic. Half an hour will be set aside for Q and A. Join together to make this a success and give the people of Katherine the opportunity to hear all about this brand new topic and what we are learning about the brain and the new research about how it operates. To be held on Wednesday 11th March 2015. Venue TBC.

Please look out for more details on our website in the New Year: www.corp.org.au

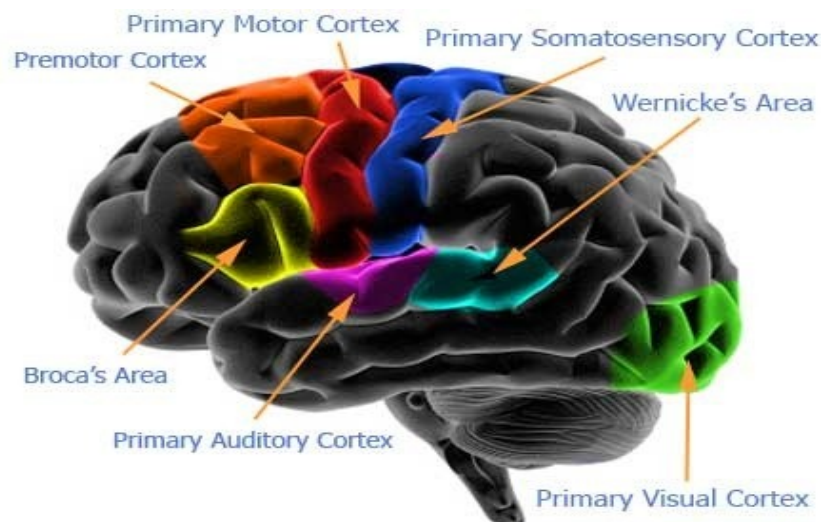
What people said about this course:

"The theories are transferable in to the workplace, it gave me great insight."

"This topic is not being spoken about enough!"

"Great ideas, this talk has inspired me to do more research of my own."

"Useful ideas, I can use these in my leadership role."



CORP Talks! —New in 2015

At CORP we recognise that it is not always convenient or practical to take time away from the workplace to attend half or full day training courses, this is why we are introducing *CORP Talks* in 2015, these talks offer you the opportunity to attend bite size courses over your lunch hour. We have an array of Psychologists, Counsellors and Coaches who will be running inspiring Talks to get you thinking, learning and even relaxing.

We encourage you to bring your lunch and get involved. Talks are being held 12pm-1pm on a selection of dates.

Topics of interest for 2015:

- The Brain and Change
- The Neuroscience of Leadership
- Mindfulness—The Power of Meditation
- Tactical Men's Business
- Stress/Self Care—Four 5 second stress reduction techniques

Later in the year we hope to run CORP Talks on the following topics:

- Difference
- Emotional Intelligence
- Sleep
- Gut Health
- Get your Head around Trauma
- Kids and Trauma
- Play therapy



You may come along to a talk and decide that your workplace could benefit from some training in that area. If this is the case we can certainly look at organising further training which can be customised to specifically meet your workplace needs.

Please find more information about *CORP Talks* on the following two pages as well as on our website.

Thank you for your support to CORP over the past few months and we welcome you to contact us with your workplace needs for 2015.

Enjoy the Holiday season and take care

Regards

CORP



Public Workshop Calendar Darwin and Alice Springs Jan– June 2015



Date	Workshop	Duration
Thurs 5 th Feb	Resilience and The Art of Bouncing Back	Half Day
Weds 18 th Feb	Critical Incident and Trauma Response for Managers	Half Day
Thurs 26 th Feb	Getting your Message Across: Key Communication Skills	Full Day
Tues 3 rd March	Mediation and Conflict Skills for Managers	Full Day
Thurs 12 th March	The Brain and Change – <i>CORP Talk!</i>	One Hour
Thurs 19 th March	Appropriate Workplace Behaviours for Staff- Bullying and Harassment	Half Day
Tues 31 st March	Get to the Point: Communication for Managers	Full Day
Weds 8 th April	Mindfulness and Managing Stress 1 Day Retreat	Full Day
Thurs 16 th April	The Neuroscience of Leadership- <i>CORP Talk!</i>	One Hour
Thurs 30 th April	Difference, Disability and Diversity- Multiculturalism for Managers	Half Day
Tues 5 th May	Becoming The Vigilant Manager	Half Day
Weds 13 th May	Customer Service	Half Day
Thurs 28 th May	The Resilient Leader	Half Day
Weds 29 th May	Mindfulness – The Power of Meditation- <i>CORP Talk!</i>	One Hour
Weds 3 rd June	Managing Staff Performance	Half Day
Weds 10 th June	Tactical Men's Business- <i>CORP Talk!</i>	One Hour
Thurs 18 th June	Getting your Message Across: Key Communication Skills	Full Day
Weds 25 th June	Stress/Self Care- Four 5 second stress reduction techniques- <i>CORP Talk!</i>	One Hour
Tues 30 th June	Mindfulness and Managing Stress 1 Day Retreat	Full Day

DARWIN HEAD OFFICE
P. (08) 8941 5661
F. (08) 8941 0746
E. corp@corp.org.au

Alice Springs
P. (08) 8953 4225
F. (08) 8953 6894
E. easaalicesprings@easa.org.au

Katherine
P. (08) 8941 5661

www.corp.org.au

Full Day Workshops
8:30am – 4:00pm
(1 day) Lunch provided
\$255 – Darwin
\$285– Alice Springs

Half Day Workshops
8:30am – 12:00pm
\$132 – Darwin
\$175 – Alice Springs

CORP Talks !
\$39 –Darwin
\$45–Alice Springs

Locations:

Level 2 Highway
Arcade, 47 Stuart
Highway, Stuart
Park

Jock Nelson Build-
ing
10/16 Hartley Street
Alice Springs

All Public Workshops require a minimum of 6 participants in order to be confirmed. CORP has a 72 hour cancellation policy. Please contact us as soon as possible if you are unable to attend a workshop you are enrolled in, or charges may apply.

Public Workshop Calendar

Katherine Jan –June 2015



Date	Workshop	Duration
Thurs 26 th Feb	Resilience and The Art of Bouncing Back	Half Day
Weds 11 th March	The Neuroscience of Leadership. CORP Talk Free	One Hour
Thurs 26 th March	Getting your Message Across: Key Communication Skills	Full Day
Weds 29 th April	Dealing with Dysfunctional People in the Workplace	Half Day
Thurs 28 th May	Mindfulness and Managing Stress	Half Day
Weds 24 th June	Appropriate Workplace Behaviours (Staff)	Half Day
Thurs 30 th July	Work Life Balance	Full Day
Thurs 27 th August	Customer Service	Half Day
Tues 29 th Sept	Mediation and Conflict Skills for Managers	Full Day
Thurs 29 th Oct	Critical Incident and Trauma Response for Managers	Half Day
Weds 25 th Nov	Mindfulness and Managing Stress	Half Day

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Full Day Workshops

8:30am – 4:00pm

\$285 (1 day) Lunch provided

Half Day Workshops

8:30am – 12:00pm

\$175

Location: Katherine Regional Training Centre,
19 Second Street,
Katherine

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