

CORP CATCH UP

NOVEMBER 2015

10 Module Management Programme

CORP was recently requested to develop a range of Management training offerings which have proved very successful. Our training has been described as innovative and exciting!

CORP was selected to develop and deliver a 10 Module-Leadership Training program for a large private organisation, which commenced in May 2015. The modules will roll out to all of their staff who have leadership responsibilities. The training covers;

- Neuroleadership
- Emotional Intelligence
- Coaching and Mentoring
- Customer Service
- Mediation Skills
- Mindfulness and Managing Stress
- Time Management
- Goal Setting
- Motivational Interviewing
- Managing Poor performance and Problem Solving
- 360 degree feedback for each participant



This 10 package programme or parts of it can be rolled out for your Management team and can be customised to suit your specific needs.

All 360 degree profiles are rolled out efficiently and easily on an online system.

If you would like to know more about this programme please contact CORP.



<https://www.facebook.com/corp.org.au>

10 Module Management Programme

12 Ways to be a better Leader

Mindfulness and Managing Stress-1
Day Retreat in Katherine

Public Workshop Calendar for Darwin
and Alice Springs

12 Ways to be a Better Leader

Some believe certain people are born leaders. Others think an individual can learn to be a leader. Regardless of how you may feel you obtained your leadership skills, there are always ways to enhance your abilities. This list of suggestions may inspire you to reevaluate your leadership abilities and address any issues you find need improvement.

1. Be a positive role model

As a leader, your actions set the tone for what is appropriate behaviour in the workplace. Exhibit actions that you want your team to emulate. You may establish rules of conduct or have expectations for how staff should behave at work and what actions will not be tolerated. The best way to encourage these specific actions is to correctly and precisely demonstrate these behaviours yourself.

2. Be humble

Share the credit for successful projects with your team. If you make a mistake, readily admit to your error. Apologize when needed and admit when you do not have the solution to a problem. Demonstrate the willingness to seek answers from other sources. Such actions show your human side and help you gain the respect of employees and customers alike.

When you admit a mistake your employees feel safe admitting their mistakes, instead playing the "blame game." Accepting that individuals make mistakes will create a more cooperative atmosphere in your company.

3. Practice effective communication

Let your team know they may openly discuss workplace issues with you. Be approachable. Give employees your attention, keep an open mind and make eye contact as they speak, (don't be working on your next project or email.) Maintain the confidentiality of the conversation. You can build trust this way. Be sure your staff knows of your expectations for them. Quickly address any misunderstandings. Make a note of what was discussed and put in a private email to your employee, if appropriate. This will help keep misunderstandings at a minimum.

4. Find a mentor

A confident leader realizes there is always more to learn and will turn to a trusted friend or colleague for their opinion of a given issue or to receive feedback on their job performance. Seeking the advice from someone with more experience is not a sign of weakness.

5. Be emotionally aware

Business is ultimately about dealing with people. While some may say emotions have no place in the business world, wise leaders strive to be aware of the sensitivities of others. These leaders learn to acknowledge different opinions and consider background information to better understand those around them. Emotions usually reveal the deeper, most important and relevant points of personal interactions. It is an important area to explore more deeply.

6. Encourage creativity

Let your team know you are open to their ideas. Empower them to take their ideas to the next level by giving positive feedback and constructive advice as warranted. The opportunity to present and try out ideas can lead employees to deeper commitment, enhanced problem-solving abilities and greater productivity. Reward creativity and recognize that these actions help your staff develop their full potential.

7. Be passionate about your work

Leaders must demonstrate a commitment to the goals of the company. Show your staff how strongly you believe in the organizational goals and how much you value their contribution to this endeavour. If you want dedicated employees, be dedicated yourself. Don't hesitate to speak passionately about what you believe in.

8. Know your team

Learn about your employees. Ask about their families or recreational activities they enjoy. Politely ask how things are going for them. Doing so will demonstrate that you care about them as human beings and do not consider them just another name on the company payroll.

Jot down this information so you don't forget areas that are important to your employee. Be sure to include remote workers. Review these notes before an interview or progress report with an employee so you can make appropriate comments that show you are thinking about them.

9. Think positive

It is easy to be positive when things are going well but a good leader will remain confident when things go wrong. They embrace failures and inspire their team to consider such events as opportunities to learn. A positive outlook will help your staff remain encouraged and create an overall upbeat environment where people will want to remain. Thinking and acting positive go hand-in-hand. Never slight anyone, in or out of your employ.

10. Be yourself

All leaders have their own style of dealing with people. Talk with your mentor or supervisor to help identify your strengths and weaknesses. Seek advice on how to enhance your weaker skills and utilize your stronger assets to their maximum potential. Obtain feedback from your staff as how they view your management style. Share some information about your personal life to help your staff learn about you. Plan a happy hour where business is not discussed and everyone can be themselves.

11. Study past leaders

Take a look at those who have previously held your position. Examine why they failed and why they succeeded. Become aware of common mistakes. Compare your leadership style to theirs. Also, take a look at your peers to compare their progress while taking into consideration variables such as location and economic factors.

Your leadership style doesn't have to be the same as a previous leader in your company or position. In fact, your leadership style shouldn't be the same as anyone else's. Improve your style, but stay real.

12. Challenge your staff

Employees may become bored and dissatisfied if they are performing the same tasks and projects each day. Give your staff new challenges that are within their abilities. Provide constructive feedback as they work on new projects. Learning and mastering new challenges will give your staff a sense of accomplishment. It shows that you have confidence in their skills and value them as part of the organization. There are many skill learning opportunities on line that can be worked on during working hours.

<http://www.entrepreneur.com/article/247615>



Mindfulness and Managing Stress 1 Day Retreat– Hosted by CORP in KATHERINE!

To be held at The Katherine Motel on Wednesday 19th November 8:30am-4pm—Morning tea and Lunch included: \$285

This was a sell out event in Darwin!

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 and common signs of Stress

Know the warning signs

Stress Management Strategies and 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



Limited spaces available, enrol at www.corp.org.au– Training Calendars



What people said:

"A great mix of practical tools, theory, advice and group learning. I have lots of ideas and methods to take back to my workplace. I would highly recommend this training."

Provides the ability to recognise and respond to thoughts that do not serve me in a positive way, gave me the tools to respond to these thoughts productively."

Public Workshop Calendar Darwin and Alice Springs July—December 2015



Wed 19 th Aug	Get to the Point – Communication for Managers	Full Day
Weds 26 th Aug	Family and Domestic Violence	One Day
Wed 2 nd Sept	Emotional Intelligence –Part 1	Half Day
Weds 9 th Sept	The Neuroscience of Leadership <i>CORP Talk!</i>	One Hour
Wed 23 rd Sept	Mindfulness and Managing Stress 1 Day Retreat – Rydges Resort	Full Day
Wed 30 th Sept	Mediation and Facilitation Skills for Management	Full Day
Wed 7 th Oct	Discover 7 strategies for Pain free Change- <i>CORP Talk!</i>	One Hour
Thurs 8 th Oct	Alcohol Withdrawal and Brief Intervention	Full Day
Fri 16 th Oct	Difference and Diversity- working in a mixed team effectively	Half Day
Wed 21 st Oct	Appropriate Workplace Behaviours- Creating a Safe Work- place for all.	Half Day
Thur 29 th Oct	Busting Stress through Mindfulness– <i>CORP Talk!</i>	One Hour
Wed 4 th Nov	Emotional Intelligence –Part 2	Half Day
Thur 12 th Nov	Critical Incident and Trauma Response for Managers	Half Day
Weds 18 th & Thurs 19 th Nov	Mental Health First Aid – DARWIN ONLY	2 days (\$552)
Thur 19 th Nov	Growing from Conflict- It's not all about you! - <i>CORP Talk!</i>	One Hour
Wed 25 th Nov	The Neuroscience of Leadership	Half Day
Tues 1 st Dec	Let's get you meditating –Quick tips for longer life, less stress and greater happiness - <i>CORP Talk!</i>	One Hour
Wed 2 nd Dec	Getting your Message Across: Key Communication Skills- Tues 8th Dec—Alice Springs	Full Day
Tues 15 th Dec	Customer Service –The Competitive Edge	Half Day

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Full Day Workshops
8:30am – 4:00pm
(1 day) Lunch provided
\$265

Half Day Workshops
8:30am – 12:00pm
\$140

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

Locations:

Level 2 Highway Ar-
cade, 47 Stuart High-
way, Stuart Park

Jock Nelson Building
10/16 Hartley Street
Alice Springs—
numbers dependant