

CORP CATCH UP

DECEMBER 2015– JANUARY 2016

All of CORP's training programs can be readily customised to meet the specific needs of your organisation. CORP is dedicated to assisting organisations develop the personal skills, knowledge and behavioural competencies required of employees to achieve business goals.

Customised training enables clients to meet specific needs. Clients can choose the time, date and duration of their program. Participant numbers are negotiable and consultancy rates are available on request.

CORP can tailor learning programs to meet your needs. We offer a range of training formats, such as varying a course's duration, off-the-shelf or customised training and modular or sequential training. We consult managers, supervisors and employees to target their training needs through customised training.

CORP's training sessions are either half or full days. CORP can also deliver 1 and 2 Hour toolbox sessions on certain topics. The training aims to be participative and practical and are delivered by a CORP Consultant to groups, teams or individuals in the workplace. Our point of difference is the Psychological expertise that we bring to the training. The choice of topic areas is wide-ranging and can be found listed on our Training Library at:

<http://www.corp.org.au/pages/Training.html>

Testimonial:

"CORP's Training truly exceeded my expectations – thank you for the surprising insight in to this topic."



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

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Goal Setting

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Darwin, Alice and Katherine

Goal Setting

Many people feel as if they're adrift in the world. They work hard, but they don't seem to get anywhere worthwhile.

A key reason that they feel this way is that they haven't spent enough time thinking about what they want from life, and haven't set themselves formal goals. After all, would you set out on a major journey with no real idea of your destination? Probably not!

Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn your vision of this future into reality.

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You'll also quickly spot the distractions that can, so easily, lead you astray.

Why Set Goals?

Top-level athletes, successful business-people and achievers in all fields all set goals. Setting goals gives you long-term vision and short-term motivation . It focuses your acquisition of knowledge, and helps you to organize your time and your resources so that you can make the very most of your life.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals, and you'll see forward progress in what might previously have seemed a long pointless grind. You will also raise your self-confidence , as you recognize your own ability and competence in achieving the goals that you've set.

SMART Goals

A useful way of making goals more powerful is to use the SMART mnemonic. While there are plenty of variants (some of which we've included in parenthesis), SMART usually stands for:

- **S** – Specific (or Significant).
- **M** – Measurable (or Meaningful).
- **A** – Attainable (or Action-Oriented).
- **R** – Relevant (or Rewarding).
- **T** – Time-bound (or Trackable).

For example, instead of having "to sail around the world" as a goal, it's more powerful to use the SMART goal "To have completed my trip around the world by December 31, 2015." Obviously, this will only be attainable if a lot of preparation has been completed beforehand!

Further Tips for Setting Your Goals

The following broad guidelines will help you to set effective, achievable goals:

- **State each goal as a positive statement** – Express your goals positively – "Execute this technique well" is a much better goal than "Don't make this stupid mistake."

Be precise: Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.

- **Set priorities** – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.
- **Write goals down** – This crystallizes them and gives them more force.
- **Keep operational goals small** – Keep the low-level goals that you're working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.

Set performance goals, not outcome goals – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to fail to achieve a personal goal for reasons beyond your control!

In business, these reasons could be bad business environments or unexpected effects of government policy. In sport, they could include poor judging, bad weather, injury, or just plain bad luck.

If you base your goals on personal performance, then you can keep control over the achievement of your goals, and draw satisfaction from them.

Set realistic goals – It's important to set goals that you can achieve. All sorts of people (for example, employers, parents, media, or society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions.

It's also possible to set goals that are too difficult because you might not appreciate either the obstacles in the way, or understand quite how much skill you need to develop to achieve a particular level of performance.

Achieving Goals

When you've achieved a goal, take the time to enjoy the satisfaction of having done so. Absorb the implications of the goal achievement, and observe the progress that you've made towards other goals.

If the goal was a significant one, reward yourself appropriately. All of this helps you build the self-confidence you deserve.

With the experience of having achieved this goal, review the rest of your goal plans:

- If you achieved the goal too easily, make your next goal harder.
- If the goal took a dispiriting length of time to achieve, make the next goal a little easier.
- If you learned something that would lead you to change other goals, do so.

If you noticed a deficit in your skills despite achieving the goal, decide whether to set

Key Points

Goal setting is an important method of:

- Deciding what you want to achieve in your life.
- Separating what's important from what's irrelevant, or a distraction.
- Motivating yourself.

Building your self-confidence, based on successful achievement of goals.

Set your lifetime goals first. Then, set a five-year plan of smaller goals that you need to complete if you are to reach your lifetime plan. Keep the process going by regularly reviewing and updating your goals. And remember to take time to enjoy the satisfaction of achieving your goals when you do so.

<https://www.mindtools.com/page6.html>

Attend CORP's 'Goal Setting' Public Workshop on 12th February to learn more.

Public Workshop Calendar

Darwin

Feb-June 2016



Date	Workshop	Duration
Thur 4 th Feb	Appropriate Workplace Behaviours for Staff- Bullying and Harassment— now includes Cyber Bullying in the Workplace!	Half Day
Fri 12 th Feb	Goal Setting	Half Day
Tues 23 rd Feb	Mediation and Conflict Skills for Managers – Enrol a Colleague and you get 1 place for half price!	Full Day
Thurs 25 th Feb	Team Building in 5 Easy steps <i>CORP Talk!</i>	One Hour
Tues 8 th March	Customer Service	Half Day
Thurs 17 th March	Mindful Leadership- Having those Difficult Conversations	Half Day
Weds 23 rd March	Mindfulness and Managing Stress- 1 Day Retreat- Rydges Resort	Full Day
Thurs 31 st	Are you job ready? <i>CORP Talk!</i>	One Hour
Tues 5 th & Weds 6 th April	Mental Health First Aid	2 Days (\$552)
Weds 13 th April	Getting your Message Across: Key Communication Skills	Full Day
Wed 20 th April	The Neuroscience of Leadership <i>CORP Talk!</i>	One Hour
Thurs 28 th	Emotional Intelligence- What's your EQ?	Full Day
Thurs 5 th May	Increase your Tolerance-Keep Calm and Carry on! <i>CORP Talk!</i>	One Hour
Weds 11 th May	Leading Change	Half Day
Thurs 19 th May	Alcohol Withdrawal and Brief Intervention	Full Day
Weds 25 th May	Mental Health Awareness <i>CORP Talk!</i>	One Hour
Thurs 2 nd June	What drug is that?	Full Day
Tues 7 th June	Critical Incident and Trauma Response for Managers <i>CORP Talk!</i>	One Hour
Thurs 16 th June	Life Coaching-An Introduction- Do your own Life wheel for Work life Balance	Half Day
Weds 22 nd June	Get to the point-Communication for Managers	Full Day
Weds 29 th June	Mindfulness and Managing Stress 1 Day Retreat- Rydges Resort	Full 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

Locations:

Level 2 Highway Arcade, 47 Stuart Highway, Stuart Park



Public Workshop Calendar

Alice Springs

Feb-Nov 2016



Date	Workshop	Duration
Thur 4 th Feb	Appropriate Workplace Behaviours for Staff- Bullying and Harassment- now includes Cyber Bullying in the Workplace!	Half Day
Tues 26 th April	Mindfulness and Managing Stress- 1 Day Retreat	Full Day
Tues 10 th May	Building a Great Customer Service Team	Half Day
Thur 16 th June	Mediation and Conflict Skills for Managers	Full Day
Tue 16 th August	Emotional Intelligence- <i>What's your EQ?</i>	Half Day
Thur 20 th October	Getting your Message Across- Key Communication Skills	Full Day
Tue 15 th November	Mindful Leadership- Having those Difficult Conversations	Half Day

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Please note that CORP can also offer training programs in the below topics and they can be tailored to meet your specific workplace needs.

- Time Management
- Resume Writing
- Customer Service
- Communication for Management
- Motivational Interviewing
- Dealing with Aggressive Clients
- The Neuroscience of Leadership
- Difference and Diversity- working in a mixed team effectively
- Workplace Culture and Change
- Family and Domestic Violence
- Mediation Skills for Managers
- Critical Incident and Trauma response for Managers
- Giving and Receiving Feedback
- Resiliency

Full Day Workshops

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

Half Day Workshops

8:30am – 12:00pm
\$140

Locations:

Jock Nelson Building
10/16 Hartley
(numbers dependant)



Public Workshop Calendar

Katherine

Feb-Nov 2016



Date	Workshop	Duration
Tues 9 th Feb	Resiliency and the Brain on Change	Half Day
Tues 12 th April	Goal Setting	Half Day
Tues 24 th May	Getting your Message Across: Key Communication Skills	Full Day
Weds 20 th July	Dealing with Dysfunctional People in the Workplace	Half Day
Tues 16 th Aug	Mindfulness and Managing Stress – 1 Day Retreat	Full Day
Weds 14 th Sept	Conflict Resolution	Half Day
Weds 19 th Oct	Increase your Tolerance- Keep Calm and Carry on! – <i>CORP Talk!</i>	One Hour
Weds 9 th Nov	Work Life Balance	Half Day

All Public Workshops in Katherine require a minimum of 10 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.

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Full Day Work-shops

8:30am –
4:00pm
(1 day) Lunch
provided
\$285

Half Day Work-shops

8:30am –
12:00pm
\$175

CORP Talk:
\$45

Location:

The Katherine
Regional Train-
ing Centre, 19
Second Street

