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Planning Days

EQ-Emotional Intelligence

Upcoming CORP Workshops:

- Darwin
- Alice Springs
- Katherine



Build Your Planning Event

Your Way...

Establish direction, increase profitability, encourage innovation or raise employee morale with a CORP-facilitated Planning Event.

1. Choose Your Venue



Have your own on-site venue with projector, screen and break-out areas? CORP can come to you.

2. What's Your Vision?



Beef up workplace morale with Team Building & Group Activities designed to encourage employee engagement.

3. Create the Day



"Who Moved My Cheese?" by Dr Spencer Johnson
Group activities designed to guide employees from denial and resistance into exploration and commitment to managing organisational change.

4. Flavour Options



Sour — learn the fundamental skills of conflict management, mediation and giving and receiving feedback.

Your Event. Delivered by Us.

Continue reading to find out more about how we can assist you with YOUR planning day....

CORP can facilitate your Planning Day in the lovely Botanical Gardens this Dry season!



CORP recently facilitated a Planning Day for a local Organisation. The day was set in the charming and relaxing setting of the George Brown Botanical Gardens in Darwin.

The day involved breaking up into teams, throwing on a back pack which included a picnic blanket, some tasty treats and creative materials! Teams were encouraged to use their imagination to create a vision board for the direction they see their Organisation heading towards and come up with posters and advertising/campaign ideas which would ultimately contribute towards the strategic plan for their Organisation. Those taking part either worked within their team or collaborated with another team on various exercises. The theme of the day was marketing and promotion. Everyone worked very hard but also had great fun, all teams had maps and map references and made good use of lovely shade areas within the gardens to settle down and share ideas.

A delicious catered lunch and afternoon tea was supplied courtesy of Evas Café on site, this included a high tea.

The dry season is the ideal time of year to be creative and adventurous in the fresh air. The outdoors environment can help to get staff thinking outside of the box and can help them to feel inspired. CORP aims to have fun whilst learning! We can even throw in some team building activities .

CORP can customise the day to suit the needs of your Workplace and can offer different options , helping to build a day that you can get the most from. CORP would be happy to use a different location too, including one in Alice Springs or Katherine.



Planning Day FAQs

What is a Planning Day?

Planning Days are staff conferences or forums, usually held over 1-2 full days, and attended by all employees (where possible) in order to capture the broadest representation of an organisation's population.

Depending on the number of staff attending, the participants may be divided into workgroups to collaboratively work through agenda items and activities. Each task is designed to collect information, opinions and ideas from staff (and relevant stakeholders) to be utilised in forming the organisation's *Strategic Future Plan*.

What is a Strategic Future Plan?

A *Strategic Future Plan* is a document containing the vision of your organisation's *desired future direction* and a guideline for the steps required to achieve its goals. Unlike an *Operational Plan* which guides the day-to-day running of an organisation, a *Strategic Future Plan* will guide overall priorities and include aims and objectives, desired outcomes, metrics for measuring progress (KPIs), timelines and budgets.

What would I know about Corporate Planning Strategies?

Everyone in an organisation, from the Fleet Mechanic to the CEO, from the Board Member to the Customer Service Officer, holds information, opinions and ideas about the performance of an organisation, formed from their own unique perspective. By harnessing this information from a broad cross-section of the organisation's internal community, a 360o analysis of corporate image, staff morale and service performance can be formed. The most accurate reflection of the current state of an organisation is achieved when all staff attend their Planning Day.

What does a Planning Day Agenda look like?

Though Planning Day Agendas are usually developed *on the fly* -- directed by the feedback generated during the event itself -- the day(s) will generally be guided by a set format.

A typical Planning Day Agenda will begin with an address by the CEO to participating staff that might include: a brief review of the previous 12 month's performance; highlights & lowlights; general industry trends; competitors; effects on the industry of regional issues or political events; and, a timetable of the day's activities.

Icebreaker activities are a great way to start the day by shifting staff from the workplace mindset to a more relaxed and open state of mind, conducive to creative thinking and problem-solving. Often, organisations will hire a professional Planning Day facilitator (or MC) with experience in getting people to relax and engage -- and have fun!

The **SWOT** analysis -- Strengths / Weaknesses / Opportunities / Threats -- is a device commonly used to identify an organisation's position, as perceived by its employees, and will reveal areas for attention and development. This, in turn, forms the organisation's primary goal -- whether the focus is on revenue, service-expansion, market recognition and capture, improving staff morale, addressing behavioural issues or building effective teams -- and will determine the nature of Planning Day activities.

Why emotional intelligence is the most underrated employee quality

When it comes to disagreements with your boss, emotional intelligence is essential to a successful outcome. So how can we tap into emotional intelligence – and why don't we value it more?

In your day-to-day life, how do you argue your way to the outcome you desire? Do you have a temper and let it show? Or enlist your logical instincts to lay out a 10 point argument that proves your case? And are you actively tapping into your emotional intelligence while you do it?

When it comes to disagreements with your boss, it's probably time you re-thought your strategy.

It's not a stretch to say that the most important relationship we have at work is the one with the boss. Personally, they have the greatest influence on your happiness at work, your engagement and your sense of purpose. Professionally, it's your boss who will directly determine your career progression, as well as help you develop your skill set for your next position.

So why don't we spend more time thinking about how to best manage the relationship – particularly when it comes to conflicts?

According to new research, the answer may lie in emotional intelligence: the way we think about it and how we cultivate it.

Why does emotional intelligence get forgotten?

Emotional intelligence (or emotional quotient: EQ) is the ability to effectively manage your emotions, as well as the emotions of others. Those with a high EQ are more likely to be conflict averse, diplomatic and socially sensitive. And they're commonly promoted over those with low EQ as they're considered more rewarding to deal with. Yet often, it's a skill set that's undervalued in the hiring process.

Three key areas contribute to a person's employability: ambition and work ethic, abilities and expertise, and social and interpersonal compatibility. Research suggests hires are selected based on skills and work ethic – with social skills an afterthought. But it's those very social skills that are a key determinant of employability going forward.

Luckily, while some people naturally have a higher emotional intelligence score, it's a mindset that can be taught and learned and, like a muscle, worked to perform at a higher level.

Why you need to arm yourself with EQ at work

Remember that argument with your boss? While you might be approaching it from the perspective of IQ, it's actually incredibly important that you're using EQ to get the outcome you desire.

'Managing your boss', an article published by the *Harvard Business Review*, argues that it's the responsibility of employees to manage their bosses. By realising that the relationship is one of mutual dependence, take time to appreciate not only your boss's strengths, weaknesses, work-styles and needs, but yours as well.

andy guide to managing conflicts with your boss, using EQ

Think about not just what you're saying but how you're saying it. That's not to say style trumps substance, but you do need to think about your choice of words, as well as expressing where you think your boss is wrong in a way that conveys respect. Own your perception rather than focusing on your boss. Use 'I' phrases to frame your view; choose "I think that this occurred because..." rather than "you made this mistake because..." so that they don't feel you're blaming them directly.

Keep your cool no matter what. Emotionally intelligent people are more cool-headed, polite and measured in the face of conflict. If this doesn't sound like you, train yourself to recognise your triggers and keep them in check.

Don't do it in public. Or over email. Find a quiet, private place to speak in person where you can observe their tone, body language – and respond accordingly.

Be willing to lose the battle and win the war. Despite your best intentions, you may need to concede to your boss in the end. The emotionally intelligent response calls for finding a compromise that goes some way to advancing your agenda.

<http://www.hrmonline.com.au/section/featured/use-emotional-intelligence-win-argument/>

If you are interested in finding out more about EQ, consider attending CORPs half Day training session in Alice Springs on May 6th.

Alternatively call CORP to arrange a session for your team: 8941 5661





Book your place in any May 2017
CORP Workshop
by 17 May 2017
and receive a >>>

Note: offer does not apply to CORP Talks

DONT MISS OUT ON THIS GREAT OFFER!

\$50
DISCOUNT

For further information,
or to register for a
CORP Workshop,
contact:

Darwin (Head Office)

P. (08) 8941 5661

F. (08) 8941 0746

corp@corp.org.au

www.corp.org.au

Alice Springs

(08) 8953 4225

easaalicesprings@easa.org.au

Katherine

(08) 8941 5661

corp@corp.org.au

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included

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Refreshments included

CORP Talks

\$39* per person

ONLY 16* PLACES

AVAILABLE FOR EACH

WORKSHOP — get your

registration in early!

Workshop Locations

Darwin

Level 2 Highway Arcade,

47 Stuart Highway

Stuart Park NT

Alice Springs

Locations in town centre:

confirmed upon booking

Katherine

Regional Training Centre

19 Second Street

***Katherine conditions:**

\$285pp for full day

\$175pp for half day

\$45pp for CORP Talks

Maximum **10** participants



Darwin

**Thurs 23
May**

Goal Setting

Half Day

Tues 30 May Mediation Skills for Managers

Full Day

**Tuesday 13
June**

Delegation Skills

Half Day

CORP Workshops — *coming soon!*

Darwin | Alice Springs | Katherine

DARWIN

Thurs 23 May	Goal Setting	Half Day
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ALICE SPRINGS *Limited places available in Alice Springs CORP workshops — please book early!*

Thurs 11 May	Emotional Intelligence	Half day
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KATHERINE *Limited places available in Katherine CORP workshops — please book early!*

Weds 24 May	Enhancing the Customer Experience	Half Day
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CORP also offers Customised Training for your Workplace....

All of CORP's training programs can be readily customised to meet the specific needs of your organisation. At CORP we are 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.

Customised Training Packages | HR Assistance