

# Workshops @ Work

Three hour workshops for managers, supervisors, coordinators, team leaders.  
We design for your requirements and deliver at your workplace.

## Theme: Leadership



### Approach to leadership

Daniel Goleman's research showed that the qualities traditionally associated with leadership are necessary but they are not enough. In this workshop personnel investigate their preferred leadership style using Goleman's Emotional Intelligence matrix, then reflect on their own actions at work, especially as leaders and managers. This heightens their awareness of the drivers behind both their own behaviour and the way they respond to others.



### Negotiate a win-win

Negotiation is a skill set that can be learned and it is an invaluable asset to anyone in a position that requires them to persuade others to their point of view. People in a leadership and management role are negotiating every day, in virtually every interpersonal interaction. The principles of negotiation are universal and can be applied in most settings. This workshop provides the opportunity to rehearse them in a safe setting before tackling real world situations.

## Theme: Wellbeing



### Not just a 'bad day at work'

A person who is experiencing distress may display signs that are noticeable over time or there may be a marked change in their behaviour. Even if external factors are the major cause, there are work factors that are likely to contribute to the person's distress. This workshop increases understanding of the major causes of personal and work related stress and helps participants to reflect on their own stressors and what they can do to minimise their impact.



### Abusive behaviour @ work

Abusive behaviour has many names, including bullying, harassment and emotional blackmail. It happens face-to-face, and it happens in work emails and on work intranets. It can happen in front of others, or in subtle and covert ways. Whatever the circumstance, it is usually damaging to the target's wellbeing. This workshop raises the awareness of participants about what constitutes abusive behaviour and considers the legal, ethical and wellbeing issues.

## Theme: Management



### Manage by project

The principles of project management can be applied to many of those work tasks that never seem to end. Also, managing by project is well suited to today's highly flexible business environment with many tight deadlines and focus on outcomes. This workshop provides the opportunity to look at work routines a different way. It also helps participants plan the implementation of this new perspective by applying basic project techniques.



### Manage intellectual property

Every organisation has its own IP and every organisation uses the IP of other entities. However, many managers are not aware of what falls into this category and this increases business risk. There is also the opportunity to generate IP in many businesses. This workshop skills participants in the four different types of intellectual property, including their legal implications. It also helps them identify how it is deployed and managed within their area of responsibility.

Contact us for more information.

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