

Affordable, focused, practical training that you'll never forget!

We offer a variety of workshops that run from 2 hours to 2 days - depending on your company's requirements. Below is a sample of our core workshops which can be tailored to suit your business! So, for a simple solution to having confident managers, effective teams and engaged individuals.... look no further!

Employment Law in a Nutshell

The key points of 12 pieces of legislation including the Holidays, Employment Relations, Human Rights, Privacy Act & more!



Interactive & fun!
Discuss how the law applies, answer real questions from employees and look at case law.
Half or full day workshop.

Successful Selection

Gain the skills and confidence to hire the right person & not get stuck with a lemon! Two part workshop covers:



- **Starting Blocks (half day)**
Job analysis & selection tools
- **The Interview (half day)**
How to get the most out of the interview & find the real deal

Management Bites Workshops

In March 2009 HarperCollins NZ will be publishing *Management Bites*:

The practical bite sized guide to being a better manager. by Angela Atkins, one of the Elephant Training team.



Our in house training workshops are based on this book but can be used for both employees and managers to provide training and development. The workshops are 2 – 3 hours and packed with practical tools and techniques. They cover:

- For employees and/or managers:**
- *Clever Communications*
 - *Perfect Problem Solving*
 - *Decisive Decision Making*
 - *Taming Time & Email*
 - *Marvellous Meetings*

For managers:

- *Management Foundations*
- *Delicious Delegating*
- *Performance Coaching*
- *Perfect Performance Reviews*
- *Goal Setting*
- *Managing Change*
- *Terrific Team Building*
- *Praising and motivating your team*
- *Performance plans*
- *Giving negative feedback positively*
- *Giving Warnings*
- *Dismissals Done Right*
- *Redundancy & Restructuring*

Absolute Assertiveness

A one day workshop designed to give managers or employees the assertive edge.

The workshop covers:

- The four communication styles
- The key to an assertive style
- Saying no diplomatically
- Getting buy in from others
- Handling tricky conversations

MBTI & Teams

One day workshop that focuses on:

- Understanding each others style
- How high performing teams work
- Team communication
- Strategies for managing conflict
- Making effective decisions

Participants complete the MBTI online & get individual feedback from the facilitator, prior to the workshop day.

Manager as Coach

A two day workshop that gives managers the essential skills to be an effective coach.

The workshop covers:

- What makes a great coach
- Building rapport
- Questioning & listening skills
- An easy to use coaching model
- Lots of coaching practice!



Team Communication

Participants complete a brief communication style assessment, which is used during the day to:

- Explore team communication breakdowns
- Understand different styles
- Communicate more effectively
- Develop an action plan to work together as a team!

Our Facilitators



Angela Atkins has worked in HR and training roles for 12 years within retail, financial services, local government & tertiary. She is passionate about making training practical, useful and fun (even employment law!)

Jenny Cooper is a Registered Psychologist, experienced trainer and coach who has worked within a variety of sectors including local government, NZ Defence Force, telecommunications and financial services. She believes that in any company it's the people that make the difference.

