



Connecting In the Workplace Training

Welcome to the Connecting, in the Workplace Training.

As technology advances and our world becomes more interconnected through platforms like the internet and social media it may seem like connecting with others should come in every aspect of our lives. However when it comes to the workplace building those connections can sometimes be challenging. It's not always easy to integrate with groups adapt to company culture or feel comfortable in our workspaces. In fact some employees might even feel a sense of detachment relying on their determination and ambition to stay engaged.

That's why it's crucial to learn how to connect with others and foster a sense of appreciation within your team. This one day training course is specifically designed to provide you with the tools and guidance needed to achieve that. By the end of this session you'll become skilled at establishing networks engaging in conversations with colleagues, at all levels and forming bonds that transcend any obstacles your group may encounter. Additionally we offer training courses that focus on honing your skills.

If you're interested, in developing skills to handle situations we recommend taking our course on Managing Difficult Interactions.

Course Overview

At the beginning of the session you will have the opportunity to meet participants and discuss what will be covered during the workshop. You will also be able to identify your learning objectives.

This workshop aims to teach you how to;

- Define employee engagement.
- Understand types of attention.
- Employ effective strategies for goal setting.
- Recognize the importance of meditation.
- Train and improve your ability to focus.
- Familiarize yourself with the attention zones model.
- Utilize SMART goals and ways for success.
- Maintain focus and concentration effectively.
- Overcome procrastination using nine proven techniques.
- Apply the 80/20 rule for optimal productivity.

Introduction To Employee Engagement

Initially participants will gain an understanding of what employee engagement entails.

Types of Attention

Subsequently participants will explore types of attention and their significance.

Strategies for Goal Setting

In this session participants will learn how to listen to their emotions prioritize tasks effectively and overcome obstacles.

Training Your Attention

This session focuses on empowering participants, with techniques to train their attention effectively.

Attention Zones Model

In this session we will delve into the Zone model, which includes the reactive, proactive, distracted and wasteful zones.

SMART Goals

We will also explore the concept of SMART Goals and SMART Ways, in this session.

Keeping Yourself Focused

Additionally we will discuss techniques for keeping oneself focused such as the One Minute Rule and Five Minute Rule.

Procrastination

Furthermore participants will gain insights into why people procrastinate and discover nine strategies to overcome procrastination.

Prioritising Your Time

Lastly we will cover the 80/20 Rule, for prioritizing time. Provide guidance on creating a productivity journal.

Workshop Wrap-Up

Towards the end of the workshop students will have an opportunity to ask questions and complete an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725