



## Effective Coordination Training

Welcome to the Effective Coordination Training, where we'll explore the elements of teamwork and coordination. Join us to discover how you can contribute effectively and align your efforts, with others in your team ultimately boosting performance. We understand that coordinating events or people in the workplace can be challenging at times especially when expectations aren't met. Our training aims to equip you with the skills needed to foster collaboration both individually and, as part of a team. Through this program you'll learn how to set goals, leverage resources. Bring everything together seamlessly. Let's dive into this Coordination Training Session.

## **Course Overview**

In this session we'll begin by getting acquainted with each participant and discussing what we have planned for the workshop. Additionally, you'll have a chance to identify your learning objectives.

### **In this one-day workshop participants will gain insights, into;**

- Planning techniques
- Understanding the distinctions between coordinating with people and coordinating tasks
- Differentiating between planning and taking action
- Enhancing communication skills for better coordination
- Setting goals effectively
- Utilizing questioning techniques to aid understanding
- Leveraging resources for improved time management and planning

## **The Importance of Effective Planning**

During the initial part of the training session, we will delve into the art of effective planning. This knowledge will greatly enhance participants ability to coordinate events, people or tasks within a workplace setting.

## **Coordinating with People vs. Coordinating Tasks; Uncovering Differences**

In this segment we will expand upon the module by exploring the contrasts between coordinating tasks and coordinating people. Each requires skill sets, which we will highlight through engaging discussions.

## **Striking a Balance; Planning vs. Action**

Are you someone who prefers action over planning or vice versa? Our trainer will shed light on these two skill sets. How they can impact one another.

## **The Power of Specific Communication**

Improving communication skills is crucial for coordination. Participants in this session will learn how specific communication proves effective than communication. We also offer them the tools to improve their communication skills to a level.

### **Effective Goal Setting**

Many of us are familiar, with SMART goal setting. In this session participants will learn about this type of goal setting. Explore advanced techniques.

### **Questioning Techniques for Better Understanding**

Team coordination requires commitment from all members. By utilizing questioning techniques you can ensure that everyone is aligned and dedicated to achieving the desired outcomes. In this session participants will be introduced to techniques for communication and taking control to ensure successful results.

### **Resources for Improving Time Management and Planning**

Time management is another area where we can support participants. We have included this section as it complements the planning and coordination skills.

### **Wrap Up of the Workshop**

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

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