

VocSkills Workshop Schedule

Semi-formal meetings

- Office holder roles
- Documentation (minutes and agendas)
- Meeting procedure

Project management basics

- Initial planning
- Milestones/tracking progress
- Preventing scope creep

Documentation and evidence

- Gather evidence, start early
- Self-evaluating work for quality and quantity
- Fixing problems

Time management

- Strategies and attitude
- Tools and techniques
- Positive last-minute action

Professional writing

- Making a good impression
- Get what you want
- Judging your reader

Leadership

- Leadership styles for every occasion
- Keeping balance
- Motivate the team: quality and tempo

Ethics and professional conduct

- Rights and responsibilities
- Lines in the sand
- Embodying the professional

Research techniques

- Quick and simple
- Detective work
- Keeping track of it all

Systems and processes

- Why have systems and processes
- Keeping things smooth
- Handing over responsibility

Client relations

- Keep people sweet
- Deliver and impress
- Manage expectations

Dealing with stress

- Work-life balance
- Deal with burnout
- Being methodical

Workplace harassment/bullying

- Identify a bully
- How to cope
- How to nark with dignity