Workshop notes:

These workshops are designed to aid you in improving and building upon specific skills based around this course.

Semi-Formal meetings:

This workshop is designed to allow you to carry out a professional team based meeting, which includes minute taking and documenting meeting agendas.

Project management basics:

This workshop will enable you to carry out projects through careful planning and setting milestones as goals for your projects.

Documentation and Evidence:

The workshop is based around collecting evidence, as well as self-evaluating your work for legitimacy and quality.

Time Management:

Designed to teach you the necessary tools and techniques to enable you to manage time efficiently and professionally.

Professional Writing:

Allows you to learn the skills needed to write up documents to a professional standard, of which can improve upon your first impressions.

Leadership:

Based around leadership styles that can be used for any occasion, as well as being a good motivator.

Ethics and professional conduct:

This workshop will help in identifying your rights and responsibilities as a team member, and is designed to help you set a good example professionally.

Research techniques:

The workshop will enable you to use a bit of “detective work” when it comes to doing research, which comes with some neat techniques to make it easier on yourself.

Systems and processes:

-why have systems and processes?

-keeping things smooth

-handing over responsibility

Client Relations:

This workshop will help you in presenting yourself professionally, which will also consider expectations when doing so.

Dealing With stress:

This workshop is incredibly useful in balancing out personal life with work life, of which you will also learn some good techniques to de-stress and manage things in a methodical way.

Workplace Harassment/Bullying:

This workshop is designed to keep conflict within the team to a minimum. It will teach you how to deal with workplace conflict quickly and professionally.