



Grad Track[®]

PERSONAL EFFECTIVENESS FOR GRADUATES

Professional Development Seminar

LEARNING OUTCOMES

- UNCOVER WINNING WAYS TO BUILD POSITIVE WORK RELATIONSHIPS THAT REDUCE WASTED TIME AND MAXIMISE RESULTS AND COMMITMENT
- DISCOVER NEW WAYS TO FIND HAPPINESS AND FULFILMENT BY LEARNING TO BALANCE A BUSY PROFESSIONAL LIFE AND ESSENTIAL PERSONAL LIFE
- LEARN HOW TO FOCUS YOUR TIME AND ENERGY IN YOUR WORKPLACE ON THE PRIORITIES AND ACTIVITIES THAT YOUR ORGANISATION SEES AS CRITICAL
- IMAGINE THE FEELING OF "BEING IN CONTROL" OF YOUR TIME AND YOUR LIFE! YOU'LL LEARN THE STRATEGIES FOR GREATER SELF-RELIANCE AND EFFECTIVENESS



According to researcher Bruce Tulgan, Generation Y is much less likely to respond to the traditional styles of management and motivation which exists in many organisations throughout Australia. If your organisation employees new graduates each year, you'll no doubt have already noticed that your Gen Y graduates think, communicate and behave differently from the previous generation of staff. That's why giving them a head-start and off on the right footing is so important.

Why is Developing Your Graduates Important?

Your new Graduates are to survive and thrive in an industry and environment of rapid change, they need the skills and *business smarts* that in the past have only come from years of trial and error. It only makes sense that if your Graduates are able to learn and develop effective business and workplace skills quickly, they will become more effective and productive members of your organisation sooner!

Providing fast-track Graduate training for new (or first year grads) not only helps them develop their skills and knowledge sooner, this sort of training (along with your company induction) effectively integrates your new graduates into your organisation and assists with retention, motivation, job satisfaction, and quickly enables them to become contributing members of the work team - faster.

Grad Track[®] is a 2-day (1 day a month, over 2 months) program that rapidly empowers and develops your new graduates by equipping them with the skills necessary for success in their new, professional life in your organisation. Without learning these essential *foundation principles* and skills in the first few months of joining an organisation, many graduates struggle to come to terms with **what is really expected of them in the workplace**.

- ✓ Put things into perspective and work on long-term and short-term tasks.
- ✓ Plan effectively and learn to organise your email and paper work.
- ✓ Achieve better results through effective planning and prioritising.
- ✓ Gain a balance between professional goals and personal time.

Seminar Overview

What's Included

SESSION OUTLINE

(One-Day Program 8:30 – 5:00pm)

Day 1 Personal Organisation & Time Management

- Creating a higher level of personal control
- Developing a powerful daily planning system that guarantees your personal and professional success
- Prioritising system for getting things done
- Defining workplace objectives using TRIAGE
- Learning how to pinpoint your critical work goals
- PEAK ENERGY MAPPING for increased productivity
- The benefits in using a diary for personal control
- Strategies for using Microsoft Outlook®
- Brilliant techniques to maximise your diary system
- Remember names, numbers and information instantly
- Desk, filing and workplace organisation
- Discover how to read reports, memos and documents in half the time and with *speed reading* techniques
- Critical strategies for doubling meeting results
- New ways to make the telephone more productive
- Gain control over workplace interruptions
- Effectively managing e-mail. Insights into making more effective use of the powerful business tool

Day 2 Communication and Emotional Intelligence

- What is Emotional Intelligence?
- An introduction to of Emotional Intelligence
- The negative consequences of unmanaged emotions or poor emotional intelligence
- Behavioural and EQ assessment
- Self-Awareness in Emotional Intelligence
- Self-Confidence in Emotional Intelligence
- Awareness of other in Emotional Intelligence
- Relationship Management in Emotional Intelligence
- Using EQ as an employee
- Putting EQ to work within your team
- Applying emotional intelligence with your manager and clients
- Promoting consensus and collaboration within your team
- How to responding to negativity
- How dealing with conflict effectively and communicating through conflict
- Strategies for building positive relationships



EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, training manual and reference material. In addition, participants receive a password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.



At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforce all that has been learnt at this development program.

CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised "Certificate of Accomplishment", to be framed and displayed at their office or home.



CONTACTING US

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