

GERALDTON

Thursday
22 February 2018

Workplace Communication



With a multi-cultural workforce, it is essential that managers, supervisors, team leaders and safety officers understand how to communicate effectively. People's lives, and your bottom line, depend on it.

Topics covered in this 4 hour interactive course: -

- Communicating clearly;
- Communicating effectively to a group;
- Breaking down instructions to improve comprehension;
- Perception checking;
- Understanding your own communication style and how best to adapt to others' styles;
- The importance of non-verbal communication;
- Choosing the most appropriate channel of communication;
- Active listening skills;
- Delivering high impact messages;
- Giving constructive feedback.

DATE:	Thursday 22 February 2018		
TIME:	8.30am – 12.30pm		
TRAINER:	Dawn Russell – Director, the heartware® group		
VENUE:	Master Builders Association, 4 Walton Close, Geraldton		
COST:		<u>Course Fee</u>	<u>Total</u>
	MBA Member eligible for CTF subsidy	\$570.00 - \$136.00 [^]	\$434.00*
	Non-member eligible for CTF subsidy	\$620.00 - \$136.00 [^]	\$484.00*
	MBA Member	\$570.00	\$570.00*
	Non-member	\$620.00	\$620.00*

If you require further assistance, please contact us on **08 9921 5061** or email geraldton@mbawa.com



*The Construction Training Fund provides funding support for training of eligible workers in the construction industry.
We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.*

*Prices subject to change. [^]Construction Training Fund (CTF) subsidy available for eligible course participants.
This course is GST free.



WORKPLACE COMMUNICATION

Thursday 22 February 2018 | 8.30am - 12.30pm

Please Note: This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

PARTICIPANT DETAILS:

Surname:		First name:	
Date of birth:			
Mobile:		Email:	
Home address:			
Suburb:			Postcode:
Job/Trade title:			
Job description (brief detail):			

EMPLOYER/COMPANY DETAILS:

Master Builders member name:			
Employer/company name:			
Address:			
Suburb:			Postcode:
Contact name:		Email:	
Phone:	Fax:	Mobile:	
Please <u>tick</u> the industry sector in which you work		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

PAYMENT DETAILS

Payment **MUST** be received prior to the course date to secure your place & receive your confirmation.

EMAIL: geraldton@mbawa.com

POST: Master Builders Association, P.O. Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$434.00 per person	\$484.00 per person
Not eligible for CTF subsidy	\$570.00 per person	\$620.00 per person

Please note that course costs subject to change. This course is GST free.

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
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Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date: _ _ / _ _
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Cardholders name:	Signature:
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You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

Cancellation Notice	<i>A refund will not be provided for no shows on the day of the course, or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 24 hours prior to the course.</i>
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