

Wednesday
23 September, 2015

WORKPLACE COMMUNICATION SKILLS



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: Wednesday 23 September, 2015

TIME: 12.00pm - 4.00pm

TRAINER: Dawn Russell - the heartware® group

VENUE: Master Builders, 3rd floor, 35-37 Havelock Street, West Perth

COST:

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$440.00	\$440.00*
Non-member	\$490.00	\$490.00*
MBA Member eligible for CTF subsidy	\$440.00 - \$116.00^	\$324.00*
Non-member eligible for CTF subsidy	\$490.00 - \$116.00^	\$374.00*

If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9441 8000** or email **training@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 (mbco)

Please Note: This course is subsidised by the Construction Training Fund for eligible participants. Master Builders requires participants personal contact details be provided, otherwise the full fee applies

Course Time: 12.00pm - 4.00pm	Course Date: Wednesday 23 September, 2015
Participant First name:	Last name:
Participant birth date:	
Participant home address:	
Suburb:	Postcode:
Participant mobile phone contact:	
Participant email address:	
Participant Job Title:	
Job Description (brief detail):	

Company/Employer:		
Full Address:		Postcode:
Contact person:		
Phone:	Fax:	Mobile:
Email:		
Please tick the industry sector in which you work		Commercial <input type="checkbox"/> Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

Payment and Registration Details

Registration	To guarantee your place on the course please return form, with fees, to: FAX: 9476 9801 EMAIL: training @mbawa.com POST: Master Builders Training Department, PO Box 167, West Perth WA 6872
Eligible for CTF	MBA member \$324.00 p.p. non-member \$374.00 p.p.
Not eligible for CTF	MBA member \$440.00 p.p. non-member \$490.00 p.p.
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"/> EFT <input type="checkbox"/>	Amount: \$
Credit Card Details:	Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number:	____ / ____ / ____ / ____	Expiry Date: ____ / ____
Cardholders Name:	Signature:	
You <u>must</u> please quote 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 48 hours prior to the course.</i>
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