

1 Day Professional Development Training



This short course is for anyone who would like to brush up on their communication skills and learn how to create more influence without being pushy, aggressive, sarcastic or passive.

Learning Outcomes:

- The difference between being Assertive, Aggressive, Passive & Passive Aggressive.
- Assertive Rights.
- How to Speak Up for Yourself.
- How to improve your communication for better outcomes.
- How to make requests, decline requests or deal with criticism in an emotionally intelligent manner.
- The power of non verbal communication
- Techniques in negotiation
- How to work with different hierarchy and stakeholders
- Holding the power in conversation without them knowing!

This course is ideal for:

- Anyone who wants to improve their communication.
- Anyone new to leadership or supervision roles.
- Those that want to reduce conflict with colleagues, customers, family and friends.
- Those wanting to feel more confident in their communication.
- Those who want to create greater influence.

Cost: \$550 plus GST. Excludes room hire, catering or travel costs. If you require a customised training program to meet your personal needs, an additional fee will apply depending on the level of variation.

Technical Requirements: Client needs to provide, internet, laptop projector and printed workbooks at their own cost. Or these can be supplied for an additional fee.

To motivate your organisation, into increased productivity.....

Contact Barbara on 0421 259 045 or email: barbara@timetamer.com.au to discuss customised solutions.

WHAT PEOPLE ARE SAYING ABOUT BARBARA'S TRAINING

Your workshop yesterday for my organisation was everything I dreamed it would be and more (feel free to quote me).

Clare MacDonald, Short Course Coordinator, Yarraville Community Centre



Some justifiably call me a control freak, and as I believe in setting the benchmark and never having engaged Barbara before, naturally I was nervous. What a waste of stress, Barbara was a true professional, constantly discussing and refining what I wanted and how I wanted the subject matter delivered.

The webinar was full of webinar newbies, including us. It was a tough gig with participants at first reluctant to join in. I can only describe Barbara's webinar in two ways:

1. Complete professionalism, brilliant delivery
2. Complete success

I am happy to recommend Barbara to deliver webinars and workshops.

Phil Loader, General Manager, Business Enterprise Centre, NT



I attended a few of Barbara's talks about time management, procrastination, communication and planning. Her talks are interactive, highly motivating and fun. The business world needs more of these types of speakers.

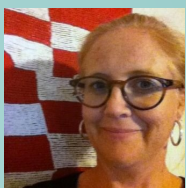
Stephanie Sugito, Administration & Management Assistant.

I am so grateful that I spoke to you, because the training was exactly what we needed. We have been working daily on our self-care and positive mental health and wellbeing both in and out of the workplace –this training has allowed us to strengthen what we already had in place whilst giving us new daily and as needed coping strategies to work on and practice.

The scientific side of the training, was hugely beneficial to us as it allowed us to understand what was happening to our stress levels/bodies during our very stressful period. We now have strong strategies, boundaries and coping tools in place. Additionally, we have a clear understanding of why it is so important to continue to shift our mindset and behaviours, which only motivates us more to stay healthy and well in all aspects .

All in all, a very practical and positive experience, completely relating to what we needed support with which is interconnected to not only our work practices but our personal lives as well.

E, Alice Springs, NT



We recently engaged Barbara to deliver and facilitate a 45 min workshop on Negotiation Skills. It was only a short session but some key phrasing and concepts were communicated in that time.

[Participants] identified the Negotiation Skills workshop as one of the useful take-aways from the 3 day program. One of the attendees, 1 week later said that they had used some of the learnt negotiation approaches the next day and it had had a successful result. Looking forward to being able to work with Barbara again on a longer session.

Sally Clifford (no relation), General Manager, Matrix Consulting Northern Australia —

Collaborations & Appearances.



The Sydney Morning Herald

The Australian Women's Weekly



More About Barbara Clifford

Barbara Clifford (The Time Tamer) assists busy, stressed professional people. She is a time management strategist and certified Stress Management Practitioner. She is on a mission to become the no.1 resource to help people to unclutter the chaos and break free from the shackles of overwhelm so that they wake each day inspired and motivated to work in peak performance and to live on purpose. She is sought after like a beacon in a sea of chaos to provide professional development in the business environment. She has spent over 20 years working in stressful, time precious industries such as film, hospitality and marketing while also juggling responsibilities of managing her family, business and career development. She is now able to enlighten other people how to take control, to simplify, to minimise stress and maximise time. Her professional experience has included contracts with small business, Not For Profits, Aboriginal Organisations, Media, Marketing, Aged Care, Universities, Health Services and Cruise Ships to name a few. Barbara is a highly regarded industry expert, media contributor and international speaker. She lives in Alice Springs with her husband and two children. For more information visit

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