

The training you want, where you want it for
GRAINS & COTTON

THRIVE

P r o d u c t i v i t y f o r P r o g r e s s

Calling go-getters in the cotton and grains industry!

Are you looking to reboot your productivity to get more out of your day?

Can your time management and organisation be improved?

Are you interested in looking at your goals and planning for success?

Are interested in learning to effectively network, negotiate and communicate?

If so, this course is for you!

Four great topics!

1. Values and Goal Setting	2. Time Management	3. Networking & Communication	4. Conflict Management and Negotiation
<ul style="list-style-type: none"> Establishing what's important to you Setting SMART Goals Why goal setting is important Knowing your core values 	<ul style="list-style-type: none"> Business and personal organisation.... What is the key? The value of planning to use your time productivity Managing your time for positive outcomes and balance Personal, business and administrative tools, tips and hacks to get the job done 	<ul style="list-style-type: none"> Strategies for effective networking Developing and maintaining networks How to effectively communicate 	<ul style="list-style-type: none"> Managing conflict Negotiating for positive outcomes Having difficult conversations

www.tocal.nsw.edu.au/courses/agskilled

Funded training delivered by Tocal College through AgSkilled™, supported by the NSW Department of Industry

What does the course consist of?

- Pre-course webinar
- Workplace exercises
- 2-day face-to-face workshop
- Post-course followup

We are delivering accredited training so assessments will be completed during the program and a statement of attainment will be issued.

Units of competency covered will include:

- BSBWOR424 Develop a time management plan
- BSBWOR501 Manage personal work priorities and professional development
- BSBREL401 Establish networks

Course dates

Location	Webinar & pre-course work	Face-to-face 2 day workshop	Application Due
Moree	Begins 8 July	1 & 2 August	12 June 2019
Dubbo	Begins 29 July	21 & 22 August	1 July 2019

Numbers are limited and registrations are essential.
Other locations will be run subject to interest.

Quote from previous participants:

“You think you can’t afford to do this workshop, you can’t afford not too”

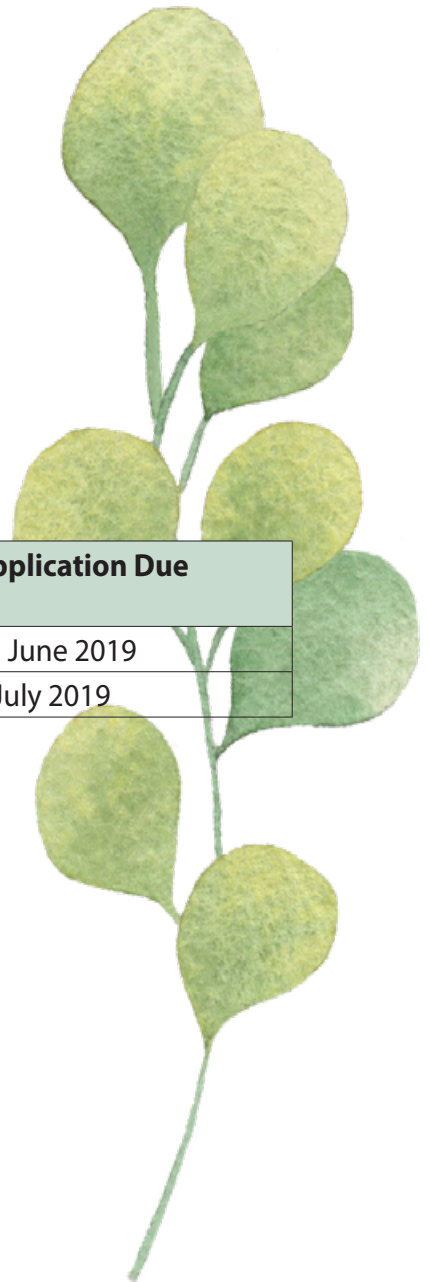
Megan - Agronomist and Farmer

“This program was the reboot and refocus I needed. The time and money spent will come back to me 100 fold—its already started”

Robyn - Admin Manager

“I now categorically know how to manage my time to meet competing priorities. I wish I had this knowledge 20 years ago”

Vicki - mother, wife, business owner, community stalwart



Think this could be for you? Want more information?

To express interest or be a ‘local champion’ contact:

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