

*Ways to make
a difference*



WACOSS ORGANISATION DEVELOPMENT SERVICES

PROFESSIONAL DEVELOPMENT

Eee Zee P.D. WACOSS Professional Development Program

WACOSS Organisation Development Services offers a range of training options that are suitable for all organisations, large and small, from the Community, Not-For-Profit, Government and Corporate sectors.

There are four main approaches to the delivery of WACOSS training:

- Professional Development Program
- Training Workshops
- Customised Training
- Consultancy

Professional Development Program

An opportunity now exists to access intensive training sessions, held at regular intervals, in the convenience of your own organisational space.

The WACOSS Professional Development Program allows organisations to select a number of training topics from the WACOSS inventory, which will then be delivered in-house over the course of the year in monthly, bi-monthly or tri-monthly intervals.

Each workshop will run for 90 to 120 minutes, depending on the topic to be covered.

Some of the topics available include:

- *Stress Management*
- *Time Management*
- *Introduction to Occupational Health and Safety*
- *How to Create and Conduct Inductions*
- *Managing Change*
- *Communication Skills for a Better Workplace*
- *Working with Policies*
- *Working with Diversity*
- *Team Development Skills*
- *Dealing with Difficult Clients*
- *Marketing Your Organisation*
- *Privacy and Confidentiality*
- *Boundary Setting for Effective Client/Worker Relationships*
- *Interpersonal Skills*
- *Maintaining the Balance – Avoiding Burnout*

For more information...

Contact the WACOSS Training Coordinator on (08) 9420 7222 or email training@wacoss.org.au.

Contact:

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West Perth 6005
Tel: (08) 9420 7222
Fax: (08) 9486 7966
Freecall: 1300 658 816
wods@wacoss.org.au
www.wacoss.org.au

PROFESSIONAL DEVELOPMENT REQUEST FORM

Organisation _____

Name of Contact person: _____

E-Mail: _____ Ph: _____

- Stress Management
- Time Management
- Introduction to Occupational Health and Safety
- How to Create and Conduct Inductions
- Managing Change
- Communication Skills for a Better Workplace
- Working with Diversity
- Team Development Skills
- Dealing with Difficult Clients
- Marketing Your Organisation
- Privacy and Confidentiality
- Boundary Setting for Effective Client/Worker Relationships
- Maintaining the Balance – Avoiding Burnout

TOPIC OF INTEREST	Estimated Numbers	DATE OPTION 1	DATE OPTION 2

Signature of person authorising follow up: _____

E-Mail: _____ Ph: _____

Please send to WACOSS by mail or fax. See address and fax number below.

If you have any queries please contact the WACOSS Training Coordinator on 9420 7222 or email: training@wacoss.org.au.