

# TRAINING



## You Can Teach an Old Dog New Tricks

It's a fact - employer's need to invest in professional development. Training provides employees with increased knowledge and skill, resulting in improved performance and compliance to policies and procedures. Effective training can also lead to increased employee motivation and organisational commitment.

HR Business Solutions' experienced trainers are equipped to provide effective and engaging training programs to a diverse range of organisations. Programs can be delivered 'off the shelf' or customised to suit your organisational requirements.

### HR Business Solutions offers training programs in the following areas:

- Generational Differences: The Challenges in Motivating and Managing Gen Y, Gen X and Baby Boomers
- Recruiting the Right Staff
- Effective Interviewing
- Understanding Different Personalities: How to Manage Individuals
- Leadership Styles and Behaviours
- People Management
- Career Development and Planning
- Performance Counselling and Discipline
- Conducting Performance Appraisals
- Coaching and Mentoring
- Effective Communication
- Bullying, Harassment and Discrimination in the Workplace
- Time Management
- Team Building and Behaviour
- Conflict and Negotiation: How to Manage Situations for Win/Win Outcomes

HR Business Solutions training can be packaged into brief one to two hour sessions, as well as half and full day workshops to suit your requirements.

*"The facilitators at HR Business Solutions were great! They were approachable and did all they could to ensure our session was fun as well as educational. The training session was well-structured and objectives clearly stated. The working environment was completely interactive – lots of opportunity to discuss learnings and content was backed up with real life scenarios"*

- Trainee, Supervisors Development Programme, Couran Cove

For further information about our services, please contact Tina Radford on 07 3254 1177 or email [tina@hrbs.com.au](mailto:tina@hrbs.com.au)

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*"Expert Advice, Practical Solutions"*

