

# Work Skills Workshop

Every employee needs a variety of skills to be effective. These skills range from the specific technical skills needed for the role to a set of skills that all employees need. This work skills workshop covers those skills that are needed by most employees. Time management, communication, planning and customer service skills amongst other skills are all essential for all workers to help achieve greater productivity

- Length: 1, 2 , 3 or 4 days
- Who should attend: For all managers at every level who recognise a skill shortage

## Key areas of the workshop

- Job matching and job design
- Training analysis and skills
- Planning skills
- Effective communication
- Time management
- Presentation skills
- Basic financial skills
- Research skills
- Negotiation skills
- Customer service skills



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