



The Inspiration Academy

A Veetil Group Company



Training Brochure 2014



We are an NLP focussed training company and all our training programs are based on the concepts of NLP. NLP provides all the tools required to enhance your skills in the areas of Management, Relationships, Communication, Conflict Management, Team Building and Leadership. We have separate programs targeted at the Corporate sector and the Personal Sector. Our Corporate Solutions are focussed on improving productivity and morale in the workplace thus directly improving profitability while our Personal Solutions provide you with all the tools required to enhance the quality of your life, help you to be more happy and contented, achieve all your goals and dreams and live life to your full potential.

About Us

The Inspiration Academy is a part of the Veetil Group of companies. The Inspiration Academy is essentially a training organisation focussed on developing People skills and Personal development skills. We cater to two separate market segments namely the Personal Segment and the Corporate Segment. The company was setup in 2011 with the objective of helping people live inspired lives and reach their full potential. Shortly thereafter courses were designed to cater to the workplace thus helping employees gain personal power and become more productive in the workplace, have better relationships, build more effective teams and manage conflicts much better. Based in Perth, Australia The Inspiration Academy offers Life Coaching, Personal Development workshops and seminars for the individual segment and People Skill workshops on Leadership, Relationship Building, Team Dynamics, Time Management, Advanced Goal Setting and Conflict Management for the corporate sector. We also offer NLP programs starting from Basic Practitioner to Master Practitioner and all the way to NLP Trainer.

Workshop Details

Venue

The venue for all workshops will generally be at National Corporate Training, 1/21 Oxleigh Drive Malaga, WA 6090 unless otherwise intimated. We do have a couple of other training venues and will confirm the venue prior to the workshop date. For the corporate sector we will be able to deliver the workshop at a venue of their choice.

Timings

The timings for all workshops will be from 9.00 AM to 4.30 PM. There will be 15 min break for morning and afternoon coffee and a 30 min break for lunch. All 1 Day trainings will be held on a Sunday. All 2 day trainings will be held on a Sat & Sun.

Refreshments & Lunch

Coffee, Tea, Juice and a light lunch will be provided for all full day workshops. Please inform in advance in case of any special dietary requirements.

How to Pay

You can pay by EFT or Cheque. EFT details are as given below.

Bank - ANZ, Branch - East Victoria Park, BSB No : 016263, Account No : 248777972

Account Name : Veetil Pty Ltd ATF Veetil Trust, Swift Code : ANZ BAU3M

Cheques can be posted to :

“ The Inspiration Academy, PO Box 2149, Carlisle North, WA 6101 “

Money Back Guarantee

We provide a full money back guarantee.



Attend the workshop. At the end of the workshop, if you're not 100% satisfied, simply approach us and let us know that you would like a refund and we will arrange a full refund for you. No questions asked.

Training Calendar - 2014

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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* The NLP Practitioner training will be conducted based on participant requirements of the Introduction to NLP programs.

* The corporate workshops will be conducted based on specific requirements by the organisations.

Training Calendar - Year 2014			
Workshop	Duration	Cost	Dates - 2014
Personal Development			
Discover Yourself	1 Day	\$129	23-Feb-14
Advanced Goal Setting Skills	1 Day	\$129	09-Mar-14
Design Your Life	1 Day	\$129	06-Apr-14
Discover Your Possibilities	1 Day	\$129	04-May-14
Journey of Life	1 Day	\$129	08-Jun-14
Live an Inspired Life	1 Day	\$129	10-Aug-14
Life is Easy	1 Day	\$129	07-Sep-14
NLP Programs			
Introduction to NLP	2 Days	\$259	22nd & 23rd March, 19th & 20th April, 17th & 18th May, 21st & 22nd June, 26th & 27th July, 23rd & 24th Aug, 20th & 21st Sept, 18th & 19th Oct, 15th & 16th Nov, 13th & 14th Dec
NLP Practitioner	6 Days(3 Weekends)	\$459	As per requirement
Personal / Corporate Solutions			
Time Management	1 Day	\$129	05-Oct-14
Leadership Skills	1 Day	\$129	30-Nov-14
Communication Skills	1 Day	\$129	As per requirement
Conflict Management	1 Day	\$129	As per requirement
Effective Relationships	1 Day	\$129	As per requirement
Presentation Skills	1 Day	\$129	As per requirement
Stress Management	1 Day	\$129	02-Nov-14
Corporate Solutions			
Team Dynamics	1 Day	\$129	As per requirement
Decision Making	1 Day	\$129	As per requirement
Negotiation Skills	1 Day	\$129	As per requirement
Managing Change	1 Day	\$129	As per requirement
Problem Solving	1 Day	\$129	As per requirement
Project Management	1 Day	\$129	As per requirement



Personal Development



Discover Yourself

Introduction

- * Are you living a life of Abundance ?
- * Are all your relationships fantastic ?
- * Are you having fun, all the time, every day ?
- * Are you living your dream life ?

If the answer to any of the above questions is “ No”, then please read on. It does not matter what your background is or how old you are or what your life circumstances are. What you need to realise is, that you have the power within you to transform your life and take it to a whole new level. The real challenge is that most of us do not know where to start and what the steps are. Once you understand these steps you could breakthrough challenges in any area of your life whether it be your Health, Relationships, Finances, Career or Spiritual & Emotional Growth. Hence it is important that you start at the start, begin at the beginning, which is really understanding who you really are and where you really are at this point in life. A personal audit is one of the most important ways of understanding yourself and once you have clarity on yourself everything else falls in place.

What is the workshop about ?

The “Discover Yourself” workshop is a full one day workshop that will help you understand yourself and attain Self Awareness. We will provide you with the necessary tools that you can use on a regular basis to sustain this state of Self Awareness on an ongoing basis.

What will you learn at the workshop

- * Get the opportunity to do Self Introspection and the tools to be able to do this on a regular basis.
- * Understand what your core values are and what you stand for in life. The most important aspects of your life will become apparent to you.
- * Discover your passions and what your real calling in life is. You will realise what it is that drives you and that you love doing.
- * Find out your beliefs, both limiting beliefs that disempower you and also the empowering beliefs that help you to move forward.
- * Do a Life Audit and discover where you are at in the various areas of your life.
- * Identify your habits that hold you back and some powerful tools that you can use to get rid of these habits.
- * Discover the defining moments in your past life that have shaped your personality and character and made you who you are.
- * Do a SWOT Analysis on yourself (Strengths, Weaknesses, Opportunities, Threats).
- * Understand your personality by the use of various personality profiling tools.

Content

- * Journey of Life - The big picture
- * Life Graph
- * Values Audit
- * The Passion Test
- * Beliefs Audit
- * Habits Audit
- * Emotions Audit
- * Language Audit
- * Qualities Audit
- * Defining Moments
- * Personal Vision
- * Personality Profiling

Outcomes

- * Harness the power of your sub conscious mind
- * Become aware of yourself and your true identity
- * Discover your passions and follow your true calling
- * Eliminate and overcome your limiting beliefs
- * Reduce and overcome fears
- * Have healthy relationships
- * Convert challenges into opportunities
- * Live without performance anxiety
- * Do what you love and Love what you do
- * Manage your time and achieve more in the available time

The “Discover Yourself” workshop is all about understanding your deepest self and starting at the beginning so that you can now chart out the course of your life and decide which path will truly give you total fulfillment, inner peace and happiness. It is about clarifying your direction in life. The outcome is that you unfold a more meaningful, inspired and purposeful life. The workshop will help you answer some of your deepest questions about life and teach you how to transform challenges into opportunities and give you expanded awareness and awaken you to your full potential in all areas of life. Imagine being able to live a life of purpose and meaning and waking up every day to a life that is full of possibilities. Imagine being able to live the dream life full of health, wealth and happiness.

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships

Advanced Goal Setting Skills

Introduction

- * Does your life feel as if it has lost direction?
- * Do you have a sense of running constantly and yet seem to get nowhere?
- * Do you feel lost, frustrated, anxious and upset on a regular basis?
- * Do you find yourself wondering if you are travelling in the right direction?

If the answer to any of the above questions is “Yes”, then please read on. Have you ever been lost while driving? Think back to how you felt at that time. Were you worried, anxious, a little afraid, not sure which direction to turn or what to do. Now imagine having that feeling of being lost on a regular basis, maybe on a daily basis. What would that do to you? To your health, To your relationships, and To your career. Imagine feeling helpless, anxious, worried and fearful on a daily basis. Why do you have to live in this manner? All that it takes to change is the act of Setting Goals. Setting Goals, both long term or strategic and short term or tactical will provide you with a sense of direction, a sense of purpose and ultimately a sense of fulfilment resulting in long term happiness, good health and peace of mind. It will lead to more powerful and fulfilling relationships and a focussed career path. What is important is that you take control of your life and choose your destination. You have to become the author and write the chapters of your life. You have to be in the driver’s seat and decide which road to take. You need to have a clear vision and purpose. This is what Goal Setting is all about.

What is the workshop about ?

The “Advanced Goal Setting” workshop is a full day workshop that will help you understand the tools and techniques of effective goal setting. We will share with you the step by step process of effective goal setting and provide you with the necessary templates that you can use on a regular basis to stay focussed on the direction and path that you have chosen for yourself. We will provide you with a holistic and an end to end solution to goal setting that is quite different to other goal setting workshops.

What will you learn at the workshop

- * Get an understanding of why goals are important to our well-being.
- * Understand the various steps involved in effective goal setting.
- * Get a holistic understanding of the purpose of goal setting.
- * Find out what is holding you back.
- * Get a snapshot of your current status in life (Where you are currently).
- * Understand how to find the balance in your life that is so important to your health and happiness.

Content

- * Journey of Life - The big picture
- * Values Elicitation
- * SMART Methodology
- * 7 Areas of Life
- * 8 Step Process
- * Wheel of Life
- * Goals / Values Alignment

Outcomes

- * Have a clear direction and purpose in your life
- * Be clear about your personal mission statement
- * Become aware of yourself and your true identity
- * Discover your passions and follow your true calling
- * Find balance in your life
- * Have healthy relationships
- * Convert challenges into opportunities
- * Live without performance anxiety
- * Do what you love and love what you do
- * Manage your time and achieve more in the available time

The “Advanced Goal Setting” workshop is all about understanding your deepest needs and charting out a course so that you can achieve your true potential and find true meaning and purpose in your life. It is all about taking control of your life and having the power of choice that is so essential in finding true happiness and satisfaction in life. The workshop will help you to look at your life from a different perspective and empower you to achieve your true greatness. Imagine being able to live a life of purpose and meaning and waking up every day to a life that is full of possibilities. Imagine being able to live the dream life full of health, wealth and happiness.

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to take control of their life and charting out their own destiny
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone looking at contributing to the world and leaving a legacy
- * Anyone having major challenges in their health, career or relationships
- * Anyone having a sense of emptiness in their life

Design Your Life

Introduction

- * Are you clear about your destination and know exactly where you are going ?
- * Are all your relationships fantastic ?
- * Are you having fun, all the time, every day ?
- * Are you living your dream life ?

If the answer to any of the above questions is “ No”, then please read on. It does not matter what your background is or how old you are or what your life circumstances are. What you need to realise is, that you have the power within you to transform your life and take it to a whole new level. You can decide exactly how you want your life to be and start working towards achieving that. You become the author of the book of your life, you become the captain of the Ship of your life. In essence you take control and become the master of your destiny. There are specific steps, ideas and tools that if understood makes it easy for you to design your life. The real challenge is that most of us do not know where to start and what the steps are. Once you understand these steps you could breakthrough challenges in any area of your life whether it be your Health, Relationships, Finances, Career or Spiritual & Emotional Growth and start moving it in the direction of your choice.

What is the workshop about ?

The “Design Your Life” workshop is a full one day workshop that will help you understand how life works and how it evolves. During this workshop we will share ideas, concepts and distinctions that will allow you to change your mindset about life and give you the tools and the ability to start making powerful changes that will steer your life in the direction that you choose.

What will you learn at the workshop

- * How to harness the spiritual laws of the universe.
- * How to change and shift your mindset
- * How to empower yourself in all aspects of your life
- * How to take control and expand your circle of control and diminish your circle of concern
- * How to access the resources that you already have within you
- * How to deal with failure and pain and come out stronger
- * How to build powerful and growing relationships
- * How to become truly successful

Content

- * Journey of Life - The big picture
- * Living by your values
- * Motivation vs. Inspiration
- * What is Success
- * Pain Pleasure Principle
- * Fun
- * Failure / Mistakes
- * Risk Taking / Persistence
- * Attitude
- * Levels of Relationship
- * Choose What is
- * Compassion
- * Circle of Control / Concern
- * Recipe for success

Outcomes

- * Harness the power of your sub conscious mind
- * Become aware of yourself and your true identity
- * Discover your passions and follow your true calling
- * Eliminate and overcome your limiting beliefs
- * Reduce and overcome fears
- * Have healthy relationships
- * Convert challenges into opportunities
- * Live without performance anxiety
- * Do what you love and Love what you do
- * Manage your time and achieve more in the available time

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships

Discover Your Possibilities

Introduction

- * Are you living a life of Abundance ?
- * Are you fulfilling your full potential ?
- * Are you having fun, all the time, every day ?
- * Are you growing and learning all the time ?

If the answer to any of the above questions is “ No”, then please read on. You must have heard that we only use 10% of our brain potential. Some scientists state that some of us might get upto using 15% of our mental potential. What does this really mean ? It means that we have almost 85 to 90% of untapped potential that we have either not discovered or if we have then we are not able to use it for some reason. What is holding us back from using our full mental potential. Also think about the fantastic possibilities of using even 50% of your mental potential. What would that mean in terms of your quality of life, your quality of relationships, your quality of skills and your sense of power and possibilities. It is mind boggling just to think of the leap that you would take in the quality of your life.

What is the workshop about ?

The “Discover Your Possibilities” workshop is a full one day workshop that will help you understand your hidden potential and will help you to tap this hidden potential that lies deep within you. You will be able to access all the resources that you need to travel through the journey of life. We will provide you with the necessary tools that you can use on a regular basis to consistently be able to find the power within and access all the tools required within yourself.

What will you learn at the workshop

- * Be able to access your full potential
- * Identify your hidden talents and abilities
- * Become a true leader
- * Find the inner strength within you
- * Be the best that you can in any situation
- * Inspire and motivate people around you
- * Get the opportunity to do Self Introspection and the tools to be able to do this on a regular basis.
- * Be authentic in all areas of your life
- * Be able to live life in a balanced manner.

Content

- * Journey of Life - The big picture
- * Living by your values
- * What is Leadership
- * Human Needs - Maslow / 6 Core Needs
- * Balance in Life
- * Looking Good / Authenticity
- * Fear
- * Language / Communication
- * Team Work
- * Love
- * Inner Peace / Spirituality
- * Recipe for success

Outcomes

- * Be able to overcome fear.
- * Discover lasting inner peace and contentment no matter what the outer circumstances.
- * Identify your core values and live life congruent to your values
- * Become a leader and help other people become leaders
- * Learn to empathise with people and see the world from their point of view
- * Lead a balanced life
- * Become a better communicator
- * Find inner peace and lasting happiness

Who should attend this workshop ?

- * Anyone wanting to grow and become successful
- * Anyone wanting to become an inspirational leader
- * Anyone wanting to leave a legacy
- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment

Journey of Life

Introduction

- * Are you enjoying every day ?
- * Are you living a life of Abundance ?
- * Are you living life to the fullest, relishing every moment ?
- * Are you living your dream life ?

If the answer to any of the above questions is “ No”, then please read on. In order to have a full and meaningful life we have to change the paradigms that we have been holding onto in the past. This is specially true of the paradigms that are related to the nature of our life. We sometimes take life all too seriously and this can have very grave negative impact on our health and well being. The key is to understand the true nature of life and live life in the moment. It does not matter what your background is or how old you are or what your life circumstances are. You can choose to change your view of life and with that transform your life to a totally new level. One of the most profound lessons that we can learn is that life is a journey and we have to enjoy every moment in this journey.

What is the workshop about ?

The “Journey of Life” workshop is a full one day workshop that will help you to change your paradigms and limiting beliefs that you hold with regard to the nature of life. We will provide you with insights and distinctions that will at once challenge you and help you to find lasting happiness, peace of mind and fulfillment.

What will you learn at the workshop

- * Understand the laws of the universe and learn to harness it for your benefit
- * Understand the power of the sub conscious mind
- * Develop the risk taking muscle
- * The power of positive thinking
- * Learning the power of celebration and reward
- * Discover the true freedom that comes with wisdom and understanding of the truth of life
- * Get the opportunity to do Self Introspection and the tools to be able to do this on a regular basis.
- * Understand what your core values are and what you stand for in life. The most important aspects of your life will become apparent to you.

Content

- * Journey of Life - The big picture
- * Living by your values
- * Law of Least Effort / Vibration / Resonance / In flow
- * Sub Conscious Mind
- * Abundance
- * Self Responsibility - At Cause / Effect
- * Risk
- * Positive Thinking
- * Reward Yourself / Celebrate
- * Laughter
- * Freedom
- * Recipe for success

Outcomes

- * Understand the nature of life
- * Harness the power of nature to expand your life
- * Become congruent with the laws of nature in order to lead a fulfilled life
- * Be able to use the power of your subconscious mind
- * Take responsibility for everything that happens to you
- * Be able to unleash the power of your full potential
- * Be able to take risks without any fear
- * Look at everything that happens to you in a positive manner and learn from it
- * Be able to not take life too seriously and be able to laugh at life

Who should attend this workshop ?

- * Anyone wanting to attain lasting happiness, peace of mind and true fulfillment
- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to be in resonance with the universe and in flow
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt

Live an Inspired Life

Introduction

- * Are you excited when you wake up every morning ?
- * Are you having fun, all the time, every day ?
- * Do you live an inspired life ?
- * Are you working towards building a legacy ?

If the answer to any of the above questions is “ No”, then please read on. How have you been living your life until now. If you want change in your life the change has to start with you. If you want to find true and lasting joy and happiness, peace of mind and a sense of fulfillment then you need to lead an inspired life. Inspiring not only to yourself but to all those who come in contact with you. What would it be like to lead an inspired life. It does not matter what your background is or how old you are or what your life circumstances are. What you need to realise is, that you have the power within you to transform your life and take it to a whole new level. You can live an inspired life. All it takes is some minor changes in your thinking, in your mindset and in your behaviour.

What is the workshop about ?

The “Live an Inspired Life” workshop is a full one day workshop that will help you understand yourself and understand life and the relationship between the two. We will show you how by changing your mindset, your thinking and your behaviour you can take your life to a whole new level and start inspiring all those around you.

What will you learn at the workshop

- * Understanding the law of attraction and how your thoughts create your reality
- * Understanding the power of now and the tools to live in the moment
- * A basic understanding of meditation and its benefits
- * Understanding EGO and its role in your life
- * Learning how you can model excellence from other role models in your life
- * The power of gratitude
- * Understand what your core values are and what you stand for in life. The most important aspects of your life will become apparent to you.
- * Get the opportunity to do Self Introspection and the tools to be able to do this on a regular basis.
- * The power of faith

Content

- * Journey of Life - The big picture
- * Living by your values
- * Law of Attraction
- * Power of Now
- * Mind Fitness - Meditation - Mind Training
- * Ego
- * Persistence
- * Mentors / Modelling
- * Integrity
- * Gratitude
- * Faith
- * Recipe for success

Outcomes

- * Learning to be always in a state of gratitude
- * Be able to get rid of Ego forever
- * Having faith in yourself and your capabilities
- * Being able to use your thoughts in a powerful way to create what you want in your life
- * Be able to live in the present instead of worrying about the past and the future
- * Being able to calm your mind and get into a state of meditation
- * Be able to model others who are getting the results that you want in your life

Who should attend this workshop ?

- * Anyone wanting to attain lasting happiness, peace of mind and true fulfillment
- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt

Life is Easy

Introduction

- * Are you finding life to be easy and simple ?
- * Are you having fun, all the time, every day ?
- * Are you living life to the fullest ?
- * Are you living your dream life ?

If the answer to any of the above questions is “ No”, then please read on. Life is meant to be easy and we can see this in nature. If your life is not easy then there is something not quite right and it is upto you to make the necessary changes to make your life easy. It does not matter what your background is or how old you are or what your life circumstances are. What you need to realise is, that you have the power within you to transform your life and take it to a whole new level. The real challenge is that most of us do not know where to start and what the steps are. Once you understand these steps you could breakthrough challenges in any area of your life whether it be your Health, Relationships, Finances, Career or Spiritual & Emotional Growth. You will discover that life is indeed easy and simple.

What is the workshop about ?

The “Life is Easy” workshop is a full one day workshop that will help you understand yourself and attain Self Awareness. We will share ideas, concepts and thoughts that will help you to make your life simple, easy and beautiful. Life is meant to be a work of art and not a chore.

What will you learn at the workshop

- * The universal law of giving and receiving
- * Your perception of the world
- * What is the true meaning of reality
- * Mind Body connection
- * The art of being disciplined
- * The power of forgiveness
- * Get the opportunity to do Self Introspection and the tools to be able to do this on a regular basis.
- * Understand what your core values are and what you stand for in life. The most important aspects of your life will become apparent to you.

Content

- * Journey of Life - The big picture
- * Living by your values
- * Law of Giving & Receiving
- * Map of the world - No Inherent meaning - Paradigm
- * Physical Fitness - Body Training
- * Detached Attachment
- * Discipline
- * Contribution / Legacy
- * Challenges Vs. Problems
- * Forgiveness
- * Recipe for success

Outcomes

- * Be able to help others in a genuine way
- * You help others to get what they want in order to get what you want
- * Live life in a manner that is congruent to your core values
- * Understand the true nature of reality and your relationship with the world around you
- * Become aware of the connection between the mind and body
- * Become more disciplined in order to achieve your goals
- * Be able to forgive others
- * Look at challenges in life as opportunities for growth
- * Understanding the power of legacy and making the world a better place

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships



NLP Programs



Introduction to NLP

Introduction

- * Do you find people interesting ?
- * Are you looking to assist people in some way by coaching or mentoring ?
- * Are you a trainer / coach / consultant / therapist / teacher ?
- * Are you looking at enhancing the quality of your life ?
- * Do you want to have more control over your life ?

If the answer to any of the above questions is “ Yes”, then please read on. NLP is a way of thinking and a set of skills that are easy to understand, these skills when used will give you more focus, greater self esteem, power to make good decisions, direction, self confidence, ability to create wealth, greater productivity, less procrastination and faster progress. In essence, NLP is the study of our thinking, behavior and language patterns to help us build sets of strategies for everything we do – for making decisions, building relationships, starting up a business, coaching a team of people, inspiring and motivating others, creating balance in our lives, negotiating our way through the day and, above all, learning how to learn. The good news is that we can learn how to refine our existing strategies as well as discovering new ones and even discarding those that are redundant.

What is the workshop about ?

So you are curious as to what NLP is all about? Good – because NLP thinking and processes are making a big impact on the way that we do business today and on the world of personal development. And we believe that there is no better place to start this learning than here on this 1 day foundation programme. You may find that in this 1 day workshop you get everything you want or you may find yourself hooked (as many do) and go on to qualify as an NLP Business or Master Practitioner. Whatever you decide we would certainly be pleased to support you at this stage of your journey.

What will you learn at the workshop

- * Learn skills to manage yourself and others
- * Learn how to achieve the goals that are important to you
- * Learn powerful ways of thinking and control over your thoughts
- * Learn powerful ways of communicating with yourself and others
- * Learn how to influence other people
- * Learn how to negotiate and manage change

Content

- * What is NLP and the beliefs of excellence
- * Patterns in Language
- * Logical Levels
- * Building Rapport
- * Anchoring
- * Modelling
- * Perceptual Positions
- * Filters
- * Manage your thinking process
- * Eye Accessing Cues
- * Clean Questions

Outcomes

- * Creatively manage change
- * Set compelling outcomes for yourself that will maximise the way you achieve the results you really want for your personal development and your business
- * Communicate in ways that enhance understanding and interest
- * Build quality relationships, based on trust and confidence through rapport
- * Motivate yourself and others by determining the values and criteria by which you and others make decisions
- * Recognise the impact of your own and others body language
- * Recognise and manage conflict in a way that promotes personal congruence
- * Be aware of your own and others use of both enabling and inhibiting patterns in language and challenge these patterns to increase learning and change
- * Have a greater understanding and respect for the different ways that people make sense of their experience leading to more choice and influence
- * Consider and adopt beliefs that support and create a learning culture

Who should attend this workshop ?

- * Anyone who wants to learn how to build and enhance relationships
- * Anyone who wants to develop the skills of self management that enable you to ‘keep your head’ when the world around you is reeling
- * Anyone who wants to learn how to recognise natural talents within yourself and in others and be able to draw on the skills that you need to achieve results that you want
- * Anyone who wants to find out what you really want and develop the rapport with yourself to achieve it
- * Anybody who wants to enhance your ability to inspire those around you with your sense of direction and your capacity to communicate in ways that are compelling
- * Anybody who wants to encourage accountability so that you and others take ownership of your experience and your contribution to business and to life
- * Anyone who wants to build the skills of mentoring so that those who are being mentored have the modelling skills to be able to get the most from their mentors

NLP Practitioner

Introduction

- * Do you want to learn how to coach yourself and others ?
- * Do you want to become an expert in motivation ?
- * Do you want to learn how to get better results in your career / business ?
- * Do you want to create an income for yourself while enjoying what you are doing ?
- * Do you want to control the connection between your mind, emotions and behaviour ?

If the answer to any of the above questions is “ Yes”, then please read on. NLP is a way of thinking and a set of skills that are easy to understand, these skills when used will give you more focus, greater self esteem, power to make good decisions, direction, self confidence, ability to create wealth, greater productivity, less procrastination and faster progress. In essence, NLP is the study of our thinking, behavior and language patterns to help us build sets of strategies for everything we do – for making decisions, building relationships, starting up a business, coaching a team of people, inspiring and motivating others, creating balance in our lives, negotiating our way through the day and, above all, learning how to learn. The good news is that we can learn how to refine our existing strategies as well as discovering new ones and even discarding those that are redundant.

What is the workshop about ?

In this 6 day intensive workshop you get the best of both worlds - the latest successful business thinking and the most advanced approaches to personal development. You can expect to come away from this training having accelerated your ability to succeed in creating a work and home environment that is full of learning, integrity, care for others, quality and success. And you will do this in the company of other business people who have a passion for making a difference in the world today. You will almost certainly become part of a network of like minded people. You will get personal supervision in what you do and a variety of interactions in a group that will be a maximum of 20 delegates. This particular programme is a 6 day intensive with supplementary personal development projects and builds on our foundation course 'Introduction to NLP'. Expect this programme to change your thinking and your life. It is an intensive in the sense that it is a small group with a lot of personal supervision. We teach the principles of NLP and how to think and use them for yourself rather than step by step processes.

What will you learn at the workshop

- * Learn skills to manage yourself and others
- * Learn how to achieve the goals that are important to you
- * Learn powerful ways of thinking and control over your thoughts
- * Learn powerful ways of communicating with yourself and others
- * Learn how to influence other people
- * Learn how to negotiate and manage change

Content

- * Beliefs of Excellence
- * Eye Accessing Cues
- * Logical Levels
- * Clean Questions
- * Anchoring
- * Beliefs of Excellence
- * Perceptual Positions
- * Filters
- * Meta Model
- * Reframing
- * Sub modalities
- * Modelling
- * Strategies
- * Hypnotic Language
- * Parts Integration

Outcomes

- * Achieve a state of openness and acceptance of the stimuli for learning that exist in all contexts of your work and life
- * Learn how to build and commit to long term relationships that are fulfilling and successful
- * Listen in a way that you discover your deepest desires and enable others to do the same
- * Realise a state of continuous learning though your ability to give and receive feedback
- * Learn how to care and respect yourself both your body and your mind
- * Embrace and learn from all emotions
- * Coach yourself and others to increasingly approach your and their true potential
- * Develop your sense of ownership and accountability and encourage others to do the same
- * Discover how to achieve a purposeful life that is 'successful' on your terms
- * Be the example that influences others to your values

Who should attend this workshop ?

- * Anyone who wants to learn how to build and enhance relationships
- * Anyone who wants to develop the skills of self management that enable you to ‘keep your head’ when the world around you is reeling
- * Anyone who wants to learn how to recognise natural talents within yourself and in others and be able to draw on the skills that you need to achieve results that you want
- * Anyone who wants to find out what you really want and develop the rapport with yourself to achieve it
- * Anybody who wants to enhance your ability to inspire and motivate those around you with your sense of direction and your capacity to communicate in ways that are compelling
- * Anybody who wants to encourage accountability so that you and others take ownership of your experience and your contribution to business and to life
- * Anyone who wants to build the skills of mentoring so that those who are being mentored have the modelling skills to be able to get the most from their mentors



Personal / Corporate Solutions



Time Management

Introduction

- * Do you feel like you are constantly running ?
- * Do you feel like you are always short on time ?
- * Does it feel like, nothing gets done ?
- * Would you like to have more time in the day ?

If the answer to any of the above questions is “ Yes”, then please read on. If there is one thing that all human beings have been given equally, it is time. It does not matter if you are the richest person in the world or the most successful or unemployed or a child or from Antarctica.....all of us have the same number of hours in a day. So the secret to powerful living is not to wish for more hours but to wisely use the number of hours that we all have. We have to change our paradigms and discover a new way of thinking and perceiving time. Dont allow time to control you, but rather you should be the one who is controlling time. Effectively managing the time you have is a tool that once mastered will allow you to lead a life of passion and magnificence.

What is the workshop about ?

The “Time Management” workshop is a full one day workshop that will help you understand the essential essence of time and its various facets. We will provide you with the necessary tools that you can use on a regular basis to be the master of your time and manage time in an effective and efficient manner so that you can achieve your dreams and live your life to its fullest potential.

What will you learn at the workshop

- * What is time.
- * How does time impact your life.
- * The various facets of time.
- * Tools and techniques to manage time on a daily basis.
- * How you can slow and speeden up time
- * The impact of time on your relationships with other people
- * How to find balance in your life

Content

- * Journey of Life - The big picture
- * The concept of time
- * Past, Present & Future – What it really means to you ?
- * 80:20 rule of importance
- * Strategic Vs. Tactical Activities
- * Balancing the various roles that you play
- * Analysis of how you spend your time
- * Chunking of time for easier management
- * The art of saying NO to others
- * Aligning your activities with your goals

Outcomes

- * Manage your time and achieve more in the available time
- * Do what you love and Love what you do
- * Discover your passions and follow your true calling
- * Become aware of yourself and your true identity
- * Convert challenges into opportunities
- * Live without performance anxiety
- * Reduce and overcome fears
- * Have healthy relationships

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships

Leadership Skills

Introduction

- * Are you in control of your life ?
- * Are you living in an authentic manner ?
- * Are you passionate about what you do for a living ?
- * Do you feel constantly inspired and motivated ?

If the answer to any of the above questions is “ No”, then please read on. Leadership has been defined by different people in different ways but one thing that remains common is the sense of control that you have when you become a leader. This sense of control applies equally to self and your own feelings, emotions and behaviour as much as to external events that happen in your life. Leadership starts with self leadership. Most people believe that leaders are born but this has been proven to be not true and you can become a leader in your life no matter what your past or your background or your education.

What is the workshop about ?

The “Leadership Skills” workshop is a full one day workshop that will help you understand the essence of leadership. We will show you the ingredients of leadership and how you can start inculcating all the different ingredients of leadership into your life one by one thus becoming a leader in your own life, in the life of others and in your community and place of work.

What will you learn at the workshop

- * What are the ingredients of leadership ?
- * How you can become a leader starting now.
- * How you can help other people become leaders.
- * How to be true to yourself and lead an authentic life
- * Find out your core values and discover your passions.
- * Learn different leadership styles.
- * Discover true freedom in your life.
- * Become the master of your destiny

Content

- * Trust - How to gain and retain it
- * Goal Setting
- * Decision Making
- * Leadership Styles
- * Team Dynamics
- * Motivation and Inspiration
- * Ethical Leadership
- * Personal and Organisational Values
- * Understanding power
- * Emotional Intelligence
- * Planning

Outcomes

- * Become a leader in your life and help other people to become leaders
- * Lead by example in every aspect of your life
- * Inspire and Motivate others to become the best that they can be
- * Become a person who is trusted by other people
- * Be able to set and achieve inspired goals
- * Be able to take good decisions
- * Be able to delegate and empower other people
- * Be able to lead a team effectively
- * Be able to plan your life and all aspects of your life
- * Live your life according to your values

Who should attend this workshop ?

- * Anyone wanting to create something of meaning out of their life
- * Anyone wanting to know how to overcome challenges and adversity
- * Anyone seeking to overcome stress, fear or anxiety
- * Anyone wanting to dissolve rage, anger and resentment
- * Anyone seeking to build self-worth and dissolve feelings of shame and guilt
- * Anyone with health challenges
- * Anyone wanting to have healthy relationships

Communication Skills

Introduction

- * Do you find it difficult to empathise with other people ?
- * Have you struggled with some of your relationships ?
- * Do you find it difficult to get the attention of other people around you ?
- * Are you often misunderstood ?

If the answer to any of the above questions is “ Yes”, then please read on. We are a social animal and are constantly communicating with our fellow humans as well as to other members of nature. Our sense of connection, well being and oneness depends on how well we can communicate with others. Communication skills are one of the most important skills that one can have. In order to be an effective leader we need to have very high communication skills. This universe will give you whatever you ask for but you need to be able to communicate to the universe in a way that the universe understands.

What is the workshop about ?

The “Communication Skills” workshop is a full one day workshop that will help you to understand the power of communication. We will help you to improve your communication skills so that you can go out into the world and achieve your hearts desires and fulfill your life goals.

What will you learn at the workshop

- * The ability to communicate effectively to others
- * To be able to see the world from the other persons point of view
- * The amazing power of listening
- * Learn to respect other people's opinions and viewpoints
- * How to deal with Bullying, Harrasment and Discrimination
- * How to have effective and productive meeting
- * Become a great public speaker and a presenter
- * Understand the art of negotiation
- * Learning to ask the right questions

Content

- * Types of Communication
- * Styles of Communication
- * Purpose of Communication
- * Conflict Management
- * Bullying & Harrassment
- * Discrimination
- * Difference of Opinion
- * Verbal and Non Verbal Communication
- * Listening Skills
- * The communication cycle
- * Meetings
- * Presentations
- * Negotiation
- * Questioning Techniques

Outcomes

- * Be able to communicate more effectively
- * Be able to change your communication style to suit the audience
- * How to manage conflict and misunderstanding
- * How to avoid bullying, harrasment and all types of discrimination
- * Learn to listen actively and build rapport
- * How to conduct meetings more effectively and contribute more to meetings
- * Be able to make powerful presentations
- * How to negotiate in order to have a win-win outcome
- * Be able to put yourself in others shoes and see the world from their point of view

Who should attend this workshop ?

- * Anyone wanting to be a leader
- * Anyone wanting to have healthy relationships
- * Anyone wanting to be trusted and respected
- * Anyone wanting to become more effective and efficient in their life
- * Anyone wanting to be more successful in their profession
- * Anyone wanting to find peace of mind, happiness and a sense of fulfillment in their lives
- * Anyone wanting to leave a legacy

Conflict Management

Introduction

- * Do you find that you are often drawn into conflict situations ?
- * Do you find yourself feeling inadequate in dealing with conflict situations ?
- * Do you feel yourself being taken advantage of by other people ?
- * Are conflicts creating pain and misery in your life ?

If the answer to any of the above questions is “Yes”, then please read on. In the journey of life it is inevitable that there will be conflicts. Some will be large conflicts having a huge impact on our life and some will be very small conflicts that could cause some pain temporarily, but no matter what the type of conflict, it is always unhealthy for us. One of the tools that we need to have in order to have a happy and peaceful life is the ability to handle and manage conflicts that arise in our life from time to time. This is more so if you would like to become a leader and a manager in your chosen profession. Recognising, accepting and managing conflicts is one of the most important skills that anybody can have in order to become successful in life.

What is the workshop about ?

The “Conflict Management” workshop is a full one day workshop that will help you to understand how to effectively deal with conflicts that come up in your life. We will show you why conflicts happen and once you understand the root cause of conflict it will be easy for you to deal with it. We will also give you the tools and techniques to handle different types of conflicts both in your personal life and in the workplace.

What will you learn at the workshop

- * How to identify a potential conflict situation before it happens.
- * The different types and styles of conflicts
- * The root cause of most conflicts
- * Tools and techniques to resolve conflicts
- * The conflict resolution process
- * Learn to be non judgmental

Content

- * Types of Conflict
- * Conflict Resolution Vs. Management
- * Models of Conflict Management
- * Steps to Manage
- * International Conflict Management
- * Conflict Management Techniques
- * Conflict Handling Intentions
- * Path of Conflict
- * Lynch Spectrum
- * Thomas Kilmann Conflict Modes
- * Use of Humour

Outcomes

- * Become non judgmental and objective
- * Be able to resolve conflicts before they become too large to handle
- * Understand the true nature of conflicts so that you can deal with it effectively
- * Be able to use humour in conflict situations to defuse the situation
- * Become naturally curious about human behaviour
- * Be able to work towards a win-win solution
- * Be able to detach yourself and view the situation from a 3rd person viewpoint

Who should attend this workshop ?

- * Anybody leading teams at work
- * Anybody who wants to become a leader
- * All parents
- * Entrepreneurs
- * Students

Effective Relationships

Introduction

- * Have you found building and growing relationships challenging ?
- * Have you struggled with some of your relationships ?
- * Do you find it difficult to have an open, honest relationship ?
- * Are relationships a cause for unhappiness and pain in your life ?

If the answer to any of the above questions is “ Yes”, then please read on. One of our greatest needs is love and connection and in order to fulfill this need we need to have a number of healthy, growing and empowering relationships. A lack of good quality relationships can leave us with a sense of emptiness and loss. We all need to work on relationships in order to make them grow. The biggest enemy of relationships is taking them for granted. In order to succeed and achieve our goals we need the help of other human beings and having the ability to build strong relationships is an essential ingredient to becoming successful.

What is the workshop about ?

The “Effective Relationships” workshop is a full one day workshop that will help you to understand how to effectively connect to other human beings, build and grow relationships that will support you in your need for growth and success. We will look at the various ingredients that go into building strong, healthy relationships and also explore the reasons why most relationships break down.

What will you learn at the workshop

- * How to build rapport with another individual.
- * The power of Empathy and Compassion
- * Ability to communicate effectively
- * Understanding basic human needs
- * Understanding different kinds and levels of relationship
- * Ability to network and expand your network
- * Learning from your mistakes and failures
- * Integrity and Trust

Content

- * Communication Skills
- * Understanding People
- * Human Needs Psychology
- * Levels of Relationship
- * Styles of Communication
- * Trust & Respect
- * Ethics
- * Networking
- * Failure / Mistakes
- * Maslow's Hierarchy

Outcomes

- * Be able to build rapport instantly
- * Be able to understand other peoples point of view and be able to see the world from their map
- * Be able to understand other peoples needs and try and fulfill them
- * Will be able to communicate effectively with other people
- * Be able to understand the various types of relationships
- * Understand the importance of Integrity, Trust and Respect in a relationship
- * Become a good networker and establish new relationships

Who should attend this workshop ?

- * Anyone who wants to have healthy relationships
- * Team leaders, Supervisors, Managers
- * Entrepreneurs
- * Students
- * Social Workers & Care Workers

Presentation Skills

Introduction

Your presentations skills are just as important as the information you are presenting. Presenting information orally can be quite daunting; in fact public speaking is one of the most common fears amongst adults. Being able to communicate effectively is a key part of business and personal success, making the ability to confidently deliver a speech or presentation an important skill. To be a better public speaker – you must commit to be an ongoing learner. Communications is a set of skills that can be learned, honed and taught.

What is the workshop about ?

Presenters often make the same mistakes when preparing and delivering presentations – all of which can be avoided. In our 1 full day Presentation Skills workshop we will show you how you can have the audience eating out of your hands in the first 10% of your presentation time. Incorporating the skills and techniques that we will share with you will make you a powerful presenter with the ability to influence your audience in a very profound manner.

What will you learn at the workshop

- * Public Speaking Skills
- * Organising and planning skills
- * Logistics
- * Communication skills
- * Managing presentation nerves
- * Creating powerful and effective visuals
- * Understanding your audience

Content

- * Understanding your audience
- * Logistics
- * Support Aids
- * Structure
- * Body Language
- * Usage of Space
- * Practice
- * Voice
- * Power of Powerpoint
- * Interaction and Rapport
- * Usage of Humour
- * Outcome thinking
- * Chunking down

Outcomes

- * You will become comfortable talking in front of an audience
- * You will learn to build rapport with your audience
- * You will be aware of the support aids that will help you with your presentation
- * You will become more organised
- * Improved communication skills
- * Ability to think about the outcome
- * Ability to use your voice and body in a powerful manner
- * Learn to be funny and humorous
- * Excellent at using powerpoint

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * Students
- * Public Service Workers
- * Teachers & Trainers
- * Consultants / Coaches / Counsellors

Stress Management

Introduction

- * Do you feel stressed out at the end of the working day ?
- * Do you hate going to work on Mon morning ?
- * Do you have constant nagging headaches and body aches ?
- * Do you find yourself being grumpy and irritable with your loved ones ?

If the answer to any of the above questions is “ Yes”, then please read on. Stress has become an integral part of modern day living. Stress is required for our survival but when the stress becomes too much then it can have major negative consequences on our health and well being. The need to succeed, perform and achieve in todays world has become intense and this pressure is creating all kinds of unhealthy stress. If we dont quickly deal with this, it can lead to disastrous consequences including relationship breakdowns, alcoholism, drug addiction, depression, mental breakdown and suicidal tendencies.

What is the workshop about ?

The “Stress Management” workshop is a full one day workshop that will help you to understand how to effectively deal with stress and make it your best friend and make it work for you instead of against you. We will show you tools and techniques that you can use on a regular basis in order to avoid stress in your life. This will also enable you to become more effective and productive with a lot more energy.

What will you learn at the workshop

- * How to relax physically and mentally
- * How to overcome fear
- * Becoming congruent with your values
- * Find balance in life
- * How not to be a perfectionist
- * How to reward yourself and celebrate success

Content

- * Understanding Stress and its impact
- * Causes of Stress
- * Types of Stress - Albrecht's Four Types of Stress
- * The Holmes and Rahe Stress Scale
- * Managing your boundaries
- * The breaking point
- * Positive thinking Vs. Negative thinking
- * Perfectionism
- * Fear of Failure / Fear of Success
- * Importance of good sleep
- * Dealing with anxiety
- * Meditation / Yoga
- * Balance in Life
- * Reward & Celebration
- * Inspired Goal Setting

Outcomes

- * You will be able to overcome the negative impact of stress
- * You will master stress and use it to your advantage
- * You will be able to balance your life in all aspects
- * You will be able to set inspired goals
- * You will learn how to celebrate and reward yourself
- * You will be able to relax when and where you choose
- * You will be able to overcome fear and anxiety
- * You will become a positive thinker

Who should attend this workshop ?

- * Anybody who is looking for peace of mind, happiness and a sense of fulfillment
- * Students (Specially high school and university)
- * Employees / Supervisors / Managers
- * Parents
- * Entrepreneurs



Corporate Solutions



Team Dynamics

Introduction

- * Have you found leading a team very challenging ?
- * Do you struggle to get quality work out of your team members ?
- * Do you sometimes feel that the team is working at cross purposes ?
- * Do you often see conflict situations in the team ?

If the answer to any of the above questions is “ Yes”, then please read on. Teams are complex entities due to the fact that they are made up of many different kinds of people and managing teams and moving them in a single direction is a complex and challenging task. This requires both people skills as well as leadership skills and involves both a strategic outlook as well as a tactical approach. Understanding the team dynamics and dealing with it appropriately is an important aspect of becoming a good and strong leader.

What is the workshop about ?

The “Team Dynamics” workshop is a full one day workshop that will help you to understand how to effectively deal with teams both in your workplace as well as other areas of activity in your life be it a social function, your church group or a voluntary charity organisation or in the field of sports. In this workshop you will learn the different stages of team evolution, their characteristics and what you as a leader should do in different stages of the team evolution.

What will you learn at the workshop

- * Your style of leadership and your team profile
- * Team development and team evolution
- * When to delegate and when to empower
- * How to motivate your team members
- * Group thinking and group decision making
- * Understand the various mediation methods
- * How to coach others to be the best that they can be

Content

- * The WITS model
- * Team Development Model
- * Delegation Vs. Empowerment
- * Motivation Vs. Inspiration
- * Consultation
- * Trust & Respect
- * Conflict Management
- * Mediation Methods
- * MBWA
- * Team Briefings
- * Cog's Ladder
- * Team Building Exercises
- * Coaching & Mentoring

Outcomes

- * Be able to identify the stage of team evolution by being able to read the signals
- * Know when to intervene and what action to take
- * Be able to not only motivate but to inspire team members
- * Be able to gain trust and respect from all your team members
- * Be able to manage conflict in a productive, win-win manner
- * Be able to coach and mentor new team members and guide them forward
- * Be able to delegate more effectively so that you have more time to do strategic planning
- * Become proficient in the art of consultation

Who should attend this workshop ?

- * Middle Management (Supervisors and Managers)
- * Parents
- * Anyone who is a team coach, or a team captain
- * Anyone involved with organisation either of a commercial or non profitable nature
- * Teachers / Trainers
- * Coaches / Mentors
- * Entrepreneurs

Decision Making

Introduction

Decision-making can be regarded as the process resulting in the selection of a belief and/or a course of action among several alternative possibilities. We are faced with the prospect of making decisions all the time and in every area of activity. The ability to enhance the quality of decision making by even a small margin will result in a massive difference in the quality of your life. We make decisions every day; everything we say and do is the result of a decision, whether we make it consciously or not. For every choice, big or small, there's no easy formula for making the right decision. The best you can do is to approach it from as many perspectives as possible and then choose a course of action that seems reasonable and balanced at that time.

What is the workshop about ?

Indecision can have a really negative impact on how you're feeling, so good decision making skills are really useful when you're faced with a tough choice. In this 1 day workshop we will show you how decision making is done and give you some tools and techniques to enhance the quality of your decision making so that you can take the quality of your life, success and relationships to a whole new level.

What will you learn at the workshop

- * Decision making models
- * Choosing between options
- * Deciding whether to go ahead
- * Financial Decisions
- * The impact of ethics and values
- * Group Decision making

Content

- * The Vroom-Yetton-Jago Decision Model
- * The Kepner-Tregoe Matrix
- * Grid Analysis
- * Pareto Analysis
- * The Futures Wheel
- * Risk Analysis and Risk Management
- * "What If" Analysis
- * Impact Analysis
- * Cost-Benefit Analysis
- * Break-Even Analysis
- * Avoiding Psychological Bias in Decision Making
- * The Ladder of Inference
- * Six Thinking Hats
- * Spiral Dynamics
- * The Delphi Method

Outcomes

- * Be able to take sensible and wise decisions
- * Improve the art of consultation and participation
- * Identify what is really important to you and your outcome
- * Develop trust and respect for other peoples opinions and views
- * Be able to avoid emotional impact on decision making
- * The ability to think long term
- * Understand why procrastination happens and how to avoid it
- * Improve your ability to take risks and make mistakes
- * Overcome the fear of failure
- * Get rid of anxiety and worry

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * University Students
- * Public Service Workers

Negotiation Skills

Introduction

Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument. In any disagreement, individuals understandably aim to achieve the best possible outcome for their position (or perhaps an organisation they represent). However, the principles of fairness, seeking mutual benefit and maintaining a relationship are the keys to a successful outcome. These skills are important in many jobs, especially areas such as marketing, sales, advertising and buying, but are also valuable in everyday life.

What is the workshop about ?

Effective negotiation is a skill, and like any skill, it can be learned. Attend our full 1 day workshop on negotiation skills and learn how to negotiate more effectively with the tools and techniques that we will share with you so as to improve your negotiating ability and help you to achieve your objectives.

What will you learn at the workshop

- * The art of persuasion
- * Win-win approach
- * Ability to see from the other persons point of view
- * Give and take methodology
- * The art of compromise
- * Avoiding conflict
- * Outcome thinking

Content

- * The 8 Step Approach
- * Preparing
- * Arguing
- * Signalling
- * Proposing
- * Packaging
- * Bargaining
- * Closing & Agreeing
- * Lewicki and Hiam's Negotiation Matrix
- * Integrative Negotiation

Outcomes

- * Ability to persuade other people
- * Gain trust and respect even in a disagreement
- * Be able to convert a conflict situation into a mutually win win situation
- * Ability to understand other people and their needs
- * Be able to avoid arguments
- * Learn to be fair and trusting no matter what the situation
- * Understand that relationships are valuable and need to be kept at all costs
- * Be able to think in well formed outcomes - clear goals and objectives
- * Be able to avoid emotions and focus on logic and rationalre

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * University Students
- * Public Service Workers

Managing Change

Introduction

We have all heard the adage " Change is the only constant " and this has never been more true than in todays world where the pace of change is far surpassing even our wildest expectations. Change is never comfortable no matter whether the change is for the good or for the bad. Change takes us out of our comfort zone and challenges the status quo. There is also the fear of the unknown. Change management is an approach to transitioning individuals, teams, and organizations to a desired future state without creating chaos and turbulence.

What is the workshop about ?

You will encounter change whether it be in your personal life or your work life. The ability to manage this change in a productive and effective manner is paramount to your success. In this 1 full day workshop we will show you how you can embrace change and manage change in such a way that it empowers you and lifts the quality of your life to a whole new level.

What will you learn at the workshop

- * Managing people through change
- * Types of change
- * Planning for change
- * Communicating change
- * Engaging people through change
- * Retaining key employees through change
- * Looking at the big picture

Content

- * Motivating and Inspiring People
- * Types of Change
- * Impact of Change
- * Strategies for managing change
- * Dealing with Resistance
- * Open Communication
- * Kaizen
- * Lewin's Change Model
- * Strategic or Tactical
- * Pace of Change
- * Developing Trust
- * Change management principles
- * John P Kotter's Change Model
- * The Psychological contract

Outcomes

- * Become better at managing people
- * Become comfortable with change
- * Be more positive and confident
- * Able to see the bigger picture
- * Become a good motivator
- * Improved communication skills
- * Improved negotiation skills
- * Ability to build trust
- * Understand human needs

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * Students
- * Public Service Workers
- * Teachers & Trainers
- * Consultants / Coaches / Counsellors

Problem Solving

Introduction

Everybody can benefit from having good problem solving skills as we all encounter problems on a daily basis; some of these problems are obviously more severe or complex than others. Problem solving is an essential skill in the workplace and personal situations. However well prepared we are for problem solving there is always an element of the unknown. Although planning and structuring will help make the problem solving process more likely to be successful, good judgement and an element of good luck will ultimately determine whether problem solving was a success.

What is the workshop about ?

It would be wonderful to have the ability to solve all problems efficiently and in a timely fashion without difficulty, unfortunately there is no one way in which all problems can be solved. You will discover, once you attend our full 1 day workshop on problem solving, that the subject is complex. However we will provide you with some tools and techniques that will make the process of problem solving much easier and will enable you to tackle them in a much more effective and efficient manner both in your worklife and your personal life.

What will you learn at the workshop

- * General Problem Solving Tools
- * Problem Solving Approaches
- * Finding the cause of a problem
- * Improving business processes
- * Diagram based tools

Content

- * Brainstorming
- * Root cause analysis
- * Trial and error
- * Hypothesis testing
- * Means End Analysis
- * Plan Do Check Act (PDCA) Model
- * Problem Definition Process
- * Cause and Effect Analysis
- * Interrelationship Diagrams
- * Usage of Flow Charts
- * Identifying Bottlenecks
- * Causal Loop Diagrams
- * The Drill Down Technique
- * Hurson's Productive Thinking Model

Outcomes

- * Be able to resolve problems in an effective and efficient manner
- * Minimise the impact of problems in other areas
- * Be able to isolate the problem areas
- * Be able to clearly define the nature and scope of the problem and its impact
- * Be able to organise resources in order to resolve the problem
- * Understand the root cause of the problem
- * Improvement of creative ability
- * Be able to use logic & reasoning to come up with solutions
- * Develops strategic thinking and ability to see the big picture

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * University Students
- * Public Service Workers

Project Management

Introduction

As you move ahead in your career, you are likely to face more complex and difficult challenges. Some of these will involve the coordination of many different people, the completion of many tasks in a precise sequence, and the expenditure of a great deal of time and money. Whether you succeed or fail with these projects depends on how good you are at project management. You will be asked to apply your knowledge, skills and techniques to execute projects effectively and efficiently.

What is the workshop about ?

The “Project Management” workshop is a full one day workshop that will provide you with an overview of what project management is all about and how it can help you in your career. You will become familiar with the tools, techniques and methodologies that are commonly used in project management.

What will you learn at the workshop

- * Overview of Project Management
- * Important and most commonly used tools, techniques and methodologies
- * The power and advantages of effective project management
- * How you can be more efficient and effective at your work

Content

- * Project Management Framework
- * Scheduling
- * Scope Management
- * Change Management
- * The Iron Triangle
- * The Planning Cycle
- * Logical Framework approach
- * Project Initiation and Proposal Documentation
- * Risk Impact / Probability Chart
- * Managing Project Finances
- * Gap Analysis
- * Gantt Charts, CPM and PERT
- * Influence Maps
- * Project Health Check

Outcomes

- * You will be able to create a framework overview
- * You will be able to undertake scheduling activities
- * Be able to manage the scope of the project
- * Manage change within the organisation
- * Be able to create the necessary documentation
- * Understand the benefits of PM tools like CPM, PERT and Gantt charts
- * Manage teams better and become more productive
- * Understanding why projects succeed and why they fail

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * University Students
- * Public Service Workers



Coaching Solutions



Personal Coaching - Client Categories

Type of Client : Category 1

Need : To overcome a specific challenge in a specific area of life

People who have reached a fork in the road and who are stuck or feel lost
Whether it be in your career, your relationships, your health or even your life itself
Feeling disconnected from what's really important to you
Resulting in a lack of purpose and lack of clarity
Leading to procrastination and self sabotage
And therefore having a low self belief and low self esteem
Resulting in a lack of confidence
And as a result you don't know which way to go or what to do

Type of Coaching : 1 to 6 Coaching Sessions

Type of Client : Category 2

Need : To raise the bar and step to the next level of performance and success

People who are doing well in life
and performing reasonably well in your chosen field of endeavour
However you feel that you are not able to break into the next level
and that you have much more potential inside you but
Something keeps you stuck where you are
We help you to
take your life to the next level
And perform much better than what you have been doing till now

Type of Coaching : 3 to 6 Months Coaching Package

Type of Client : Category 3

Need : To be the master of your destiny and live life without limits

People who want to stop making a living
and start designing your own life
and chart out your own course
We help you to discover yourself, where you are and who you are
And then help you to discover where you want to go and who you want to be
And then provide you with the tools
to undertake the journey of life
And get to where you want to go and who you want to be

Type of Coaching : 1 Year Coaching Package

Coaching / Mentoring Packages

Premium Package (3 Months Duration)

- * Unlimited one hour coaching sessions
- * 6 Brainstorming sessions on ways to critique, feedback and mentor with you on ways to move forward
- * Self-Discovery Tools - Life Chart, Personal Vision Template, Passion Discovery Template (Valued at \$ 295)

Investment: \$ 1270 Inc. GST (Payment Plan Available)

Ultra-Premium Package (6 Months Duration)

- * Unlimited number of one hour coaching sessions for a 6 month period
- * 10 Brainstorming sessions on ways to critique, feedback and mentor with you on ways to move forward
- * Self-Discovery Tools - Life Chart, Personal Vision Template, Passion Discovery Template (Valued at \$ 295)
- * Goal Setting Tools – 10 Year Goal template, 90 Day Goal template (Valued at \$ 195)

Investment: \$ 2490 Inc. GST (Payment Plan Available)

Platinum Package (12 Months Duration)

- * Unlimited number of one hour coaching sessions for a 12 month period
- * 20 Brainstorming sessions on ways to critique, feedback and mentor with you on ways to move forward
- * 3 Book Summaries of the greatest personal development books every month (Valued at \$ 100)
- * Self-Discovery Tools - Life Chart, Personal Vision Template, Passion Discovery Template (Valued at \$ 295)
- * Goal Setting Tools – 10 Year Goal template, 90 Day Goal template (Valued at \$ 195)
- * Time Management Tools – Daily Action Plan, Objective Setting Chart, Time Allocation Exercise (Valued at \$ 195)

Investment: \$ 4500 Inc. GST (Payment Plan Available)

Flexible Package (Regular Coaching Sessions)

- * One on one coaching – 1 Session per fortnight minimum

Investment: \$ 150.00 per session



In case you do not see any value after the 1st Month or at least 2 Coaching sessions after signing up, the entire amount will be refunded.

We make life easy

- * Mindset Strategy
- * Life Skills Training
- * People Skills Training
- * NLP Training
- * Life Coaching
- * Relationship Coaching



Mind Strategy & Life Skills Consulting
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