



TEAM BUILDING IN THE WORKPLACE

ON SITE TRAINING

Pinnacle HR has recognised that in order for an organisation to operate at an optimum level it is important that employees are encouraged to work as members of a team. This session will provide the opportunity for participants to focus on the benefits of working within a team environment.

The course is designed for:

All employees including managers, line managers and supervisors, who work together in a department or team environment; sessions can be customised to suit your organisational requirements.

Topics covered:

- Defining a Team
- Long & Short Term Teams
- Purpose of a Team
- Successful Team Building
- How to Build a Team Culture
- Conflict Resolution
- Effective Communication
- Personality Types
- Change Management
- Creating a Protocol for your Team

All participants will receive a workbook and handouts and a Certificate of Attendance

Outcome:

By the end of the training session attendees will have gained an understanding of the benefits of working in a team environment and how it enhances organisational effectiveness and business performance.

Allow 3 hours per Training session

Venue:	On site	
Cost:	Members:	Metro Area - \$1,400 per session (Ex GST) Regional Area - Travel Expenses extra
	Non-Members	Metro Area - \$1,600 per session (Ex GST) Regional Area - Travel Expenses extra

If you require further clarification please contact Anna Farrugia on 8232 2820 or email anna@pinnaclehr.com.au

TEAM BUILDING IN THE WORKPLACE - Booking Form

To book your session(s) for onsite training please complete the form below.
Then fax this form to Pinnacle HR on 8224 0107 or email to anna@pinnaclehr.com.au

Contact Name Position:

Organisation

Please tick: Member Non-Member

Street Address

Phone

Fax

Email

No of sessions required:

Preferred Date Time:.....am/pm

Estimate No of Participants per session

Preferred Date Time:.....am/pm

Estimate No of Participants per session

List any issues or topics you would like addressed in the session:

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I hereby understand and accept the Terms of Engagement:

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Signature Date

Cost: **Members:** Metro Area - \$1400 per session (Ex GST)
Non-Members: Metro Area - \$1600 per session (Ex GST)

Regional Area – Travel Expenses Extra:

PAYMENT

Payment can be made via cheque made out to Pinnacle HR or directly credited to National Bank, BSB 085042, Account 639858737

TERMS OF ENGAGEMENT

CANCELLATION Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commence. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. Pinnacle HR is registered for GST purposes and our ABN is 54 507 165 001. Pinnacle HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and Pinnacle HR reserves the right to recover any outstanding amounts.