

AUCKLAND TRAINING November 2014 1/2 day workshops

SKILLS FOR COLLABORATIVE, CONSTRUCTIVE DISCUSSIONS

Register for one, two, or all three training sessions. Cost \$260 & GST \$39 = \$299.00 per half day

Where: Waiheke Room, Mercure Hotel, 8 Customs St., Auckland

These half day interactive training sessions are particularly useful for people involved in discussions aimed at achieving mutual gain for people with diverse or conflicting points of view.

Each session provides opportunities for practical application of techniques relevant to cases you are dealing with. Maximum of 12 participants per session

DESIGN COLLABORATIVE DISCUSSIONS - AVOID PITFALLS

Monday 10 November 2014

9 am - 12.30 pm

Design meeting pathways - How to design agendas to ensure you get a useful result from the meeting and participants find being involved is worthwhile. The course guideline will be applied to several meetings participants are involved with.

Recognise and define the real issues - How to describe issues so everyone can recognise that what matters to them is included in discussions. The issue message will enable constructive discussion of all points of view. The potential impact different descriptions of issues can have on the quality of discussions will be identified.

Avoid common pitfalls - Recognise what to concentrate on when discussions are underway to encourage useful participation. How to avoid common pitfalls that can create ill-feeling and conflict.

SKILLS FOR TALKING ASSERTIVELY AND COLLABORATIVELY

Monday 10 November 2014

1.30 pm - 5 pm

Frame questions - How to frame questions to encourage open-mindedness, open up the possibilities for understanding one another in discussions and ensure mutually beneficial information can be gathered.

Speak persuasively - Use approaches that encourage people to listen to you and be open to persuasion even when there may be an atmosphere of doubt and historical conflict.

Create a state of open-mindedness - How to create an atmosphere that will encourage acceptance of new information and a willingness to consider new ideas rather than arguing fixed, disputed ideas.

SKILLS FOR TURNING CONFLICT INTO A COLLABORATIVE ATMOSPHERE

Tuesday 11 November 2014

9 am - 12.30 pm

Understand conflict - Identify what to resolve and what to live with. Several approaches that improve the atmosphere in initial interchanges will be used.

Seek common ground - How to find common ground in the presence of conflict so there is hope of finding a mutually beneficial basis for discussions.

Change conflict language into constructive messages - How to turn challenging, confronting language into constructive, problem-solving communication.

The trainer, Gay Pavelka, has worked with business, councils, government departments and community organisations involved in contentious situations and resource management since 1987. She is experienced in mediation and in facilitating community discussions aimed at gaining agreement on public issues. The workshops use approaches that have proven to be effective in New Zealand.

Registration form attached

Auckland Registration form

TRAINING - SKILLS FOR COLLABORATIVE, CONSTRUCTIVE DISCUSSIONS

At - Mercure Hotel, 8 Customs Street, Auckland

Name of 1/2 day training you are registering for

DESIGN COLLABORATIVE DISCUSSIONS - AVOID PITFALLS

10 November 2014 am

SKILLS FOR TALKING ASSERTIVELY AND COLLABORATIVELY

10 November 2014 pm

SKILLS FOR TURNING CONFLICT INTO A COLLABORATIVE ATMOSPHERE 11 November 2014 am

Enquiries are welcome. Contact Gay Pavelka at:

gaypavelka@conflictresolution.net.nz

or Phone (03) 3297 847

This registration form is also a tax invoice GST 40-006-605

Person attending the workshop:

Name.....

Address

Organisation.....

Contact details/email

Field of work.....

Cost \$260 & GST \$39 = Total \$ 299.00 per half day

For direct payment please request an invoice with direct payment details.

or

Cheque to *G. R. Pavelka* enclosed for

Your receipt to be directed to:

Please mail cheque to: Gay Pavelka, 247 Millers Road, Gebbies Valley, RD2, Christchurch 7672

Your registration is needed by 28 October 2014 (Maximum of 12 participants per day so early registration is advised)