



SELF-DEVELOPMENT AND COMMUNICATION

Learning to learn

Communication and time management skills for new joiners

The first few months in a new job can be a steep and difficult learning curve as you take on new responsibilities and adapt to the culture of your organisation. Excellent communication skills will help you build the supportive relationships you need, while resilience will enable you to deal with the knocks that often go with being new in a role. This workshop will help you build the skills which are essential for developing in your role and contributing to your team.

Who is the workshop for?

Recently-hired trainees will learn essential survival and development skills.

What can I learn?

- Listening and questioning skills to ensure you get clear instructions.
- How to learn new skills and knowledge on the job, by doing, listening and watching.
- How to take and use feedback – positive and negative.
- Improve your willingness to learn from mistakes.
- Develop a mindset of persistence and positive thinking, even when you make mistakes.
- How to improve your time management, by:
 - planning and prioritising
 - organising your resources and your workspace
 - controlling interruptions
 - making yourself get on with the jobs you don't like doing
 - cutting out timewasters.

What can I expect?

The workshop provides a supportive and friendly environment in which to explore and work on the challenges you face. Activities, case studies and discussion will enable you to identify and develop essential skills and attitudes. You will also benefit from the opportunity to share your experience with others new to their role.