

Registration Form

1 Workshop \$99.00 + HST (110.88)

Package of 5 \$400.00 + HST (448.00)

Name _____

Title _____

Organization _____

Mailing Address _____

Phone _____

Email _____

Workshop Title and Date

Casson & Choi

400-1681 Chestnut Street
Vancouver, BC, V6J 4M6

Make cheque payable to above
Visa or M/C payment available online

In response to popular demand, Casson & Choi have developed a mini-workshop series customized for the frontline professional. Sessions are co-facilitated by both Marcia Choi and Barbara Casson and have limited seating capacity in order to provide individualized instruction.

Running more like skills seminars, these mini workshops are open to a maximum of 8 participants allowing for a high degree of interaction and immediately applicable and personalized learning. Registration is available for single or multiple sessions.

All workshops are held in the boardroom at Casson & Choi

To Register Online

www.cassonandchoi.com

For more information:

778-331-8859

info@cassonandchoi.com

Casson & Choi

2010 Mini-Workshop Series

***Professional Skills
Development***

Tuesday, August 31st, 8:30-12:30

Developing Your Team

A highly practical and informative session, this workshop will provide participants with an overview of team structure, the stages of team development, the philosophies of team practice, and the differences between a multidisciplinary and interdisciplinary team. Participants will be provided with a team development staging tool, and will have the opportunity to assess their team's stage of development and learn developmentally appropriate strategies. Participants will also receive a team assessment to use with their team to assess areas of strength and for improvement. Developing Your Team will provide participants with the tools and principles to make them more effective team practitioners.

Wednesday, September 15th 8:30-12:30

Leading Effective Meetings

Team meetings can be a source of frustration – we have all experienced meetings with no agenda, a lack of clarity, a lack of meeting leadership, etc. However, if run efficiently, team meetings provide an important venue for teams to communicate, grow, problem solve and plan.

A highly relevant and useful session, this workshop provides participants with the basic

understanding of meeting dynamics including effective structure and the role of a meeting facilitator. Specifically designed for anyone interested in increasing the effectiveness of their meetings, participants will leave with realistic strategies and principles for managing group discussion and useful cues and approaches for challenging situations.

Tuesday, October 19th, 8:30-12:30

Leading Teams

Ideal for anyone in a leadership role, this workshop will review core leadership concepts and identify strategies needed to meet many leadership challenges. Topics covered will include how to influence team culture, motivating and gaining commitment, leadership roles and accountabilities, the difference between management and leadership and an overview of multi-generational factors. The workshop will also incorporate a focused exercise for creating a personal leadership development plan.

Wednesday, November 24th 1:00-5:00

Communication Principles and Practices

It is not always what you say but how you say it. Communication is the building block of any effective relationship yet, it is also the primary

source of misunderstanding and conflict. This interactive workshop will provide the participant with an opportunity to reflect on their own communication patterns and to learn about their communication and work style preferences. Topics include how to give constructive feedback, the features of assertive language and the common challenges experienced in effective communication principles.

Tuesday, December 7th, 8:30-12:30

Understanding and Managing Conflict

Conflict is an inevitable part of life. However, the task at hand is learning how to manage it effectively rather than avoiding or letting conflict consume you. With a focus on empowering participants to effectively manage conflict, this workshop will look at the predictable sources of conflict and provide participants with an objective and practical framework with which to re-evaluate and manage conflict. Opportunities for personal application are integrated throughout this session to make learning personally relevant.