



NEW YEAR, NEW YOU!



Book **5** of
6 courses
and **receive**
40% discount
on your
last course

SKILLS FOR EVERYONE

New Year resolutions are rarely about work, but **SHARE's Spring Sessions** are designed to help you work on some of those softer skills that are so crucial to our jobs but are so often overlooked.

The series of six half-day sessions, delivered over February to April, are designed to take a holistic approach to YOU. You will be taken through a series of sessions to help you become more effective and efficient in your housing role and ensure you are ready to take on any challenge.

You can attend individual days or choose to maximise the impact and come along to the full series.



-  **Assertiveness**
-  **Dealing with difficult people**
-  **Public speaking**
-  **Time management**
-  **Identifying the stressors in life**
-  **Getting the work life balance right**

To find out more:-

Visit our website: www.share.org.uk or contact us on 0141 370 6877

Costs per session: Member £100 | Non-member £200

Venue: SHARE, Saracen House, 139 Saracen Street, Glasgow G22 5AZ



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Course	Trainer	Date	Time
Assertiveness – building confidence	Gordon Robertson	06/02/19	9.30am - 12.30pm
Dealing with the stressors in life using relaxation techniques	Karen Egan	27/02/19	9.30am - 12.30pm
Time management	Bill Atkinson	13/03/19	9.30am - 12.30pm
Getting the work life balance right	Karen Egan	20/03/19	9.30am - 12.30pm
Public speaking	Andrew Thomas	11/04/19	9.30am - 12.30pm
Dealing with difficult people	Seamus Corry	24/04/19	1.00pm - 4.00pm

ASSERTIVENESS

Assertiveness is not about aggression – dominating or dismissing others in order to get what you want. Nor is it passive – failing to express yourself adequately, being self-doubting or timid. It is the ability to express your opinions positively and with confidence. Assertive people are in control of themselves and are honest with themselves and others.

This session would be of use to anyone working in housing. The course is designed to develop delegate's confidence in their work environment, and help them become more assertive and assured in their interactions with others.



DEALING WITH THE STRESSORS IN LIFE USING RELAXATION TECHNIQUES

This session has been designed specifically so that staff have a greater understanding of the biology of stress and how this impacts on well-being. The session will discuss the difference between pressure and stress and how many of us need a bit of healthy pressure. It will also cover strategies and techniques that can be used to combat stress, some of which we already use without knowing. Delegates should leave the session feeling relaxed after ending the course with some group relaxation.



TIME MANAGEMENT

Whether you're always missing deadlines, you don't have enough time in the day or you just want to get a little more organised then this time management course could be for you.

This session will look at: how you can have a conscious control of your time; how to investigate where you are wasting time; why time management is crucially important and how to set realistic and achievable time management goals. By the end of this session participants should be more aware of their priorities and how to effectively manage these and have a more productive and enjoyable day.



GETTING THE WORK-LIFE BALANCE RIGHT

Often at work we are expected to take on more and more responsibility and tasks and most of the time we are happy to do this. Sometimes we don't even realise that we no longer have an acceptable work-life balance, until we are struggling to shut down after work and that to do list just seems never ending. This session will focus on identifying the signs that work is taking over and how to get the balance back.



PUBLIC SPEAKING

Public speaking does not need to be in front of a particularly big audience to be daunting: it may be presenting to your Committee/ Board; your team or the senior team; or speaking at the AGM to your tenants. It is one of those skills that most of us would like to improve upon. It is a well-known fact that what we say is only a small part of what our audience take in so this course will address all aspects of public speaking, not only the underlying confidence.



DEALING WITH DIFFICULT PEOPLE

We have all been in the situation where we have had to deal with a difficult person, and nothing we do seems to calm the situation. It can be incredibly frustrating and sometimes frightening to try and manage these situations without escalating the issue. This course has been designed for anyone that wants to learn how to manage these situations safely.



For more information on the above courses, please visit our website: www.share.org.uk

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