



WORKPLACE COUNSELLING FOR TEAM PERFORMANCE

Date:

31 Aug (Mon) and
1 Sept (Tues) 2009

Time:

9.00am – 5.00pm

Venue:

Atrium Hall @
Institute of Mental Health

Course Fees:

\$ 500 / pax (w/o GST)
\$ 535 / pax (w GST)

*For all enquiries, please
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HAPPY**CONFIDENT****POSITIVE**

How do you know if your staff are adequately motivated and satisfied with their work?



How do you know if the reduced work performance of your staff are attributed to work or family?



How do you help staff who are constantly challenged by the heavy responsibilities demanded of their work and family?

How do you handle staff who are overly emotional and sensitive?

The current stresses faced by your staff in view of the difficult economic outlook and the continuing demands from families will continue to challenge your staff.

How can you as a leader, charge your team with a renewed calm and buoyancy/resilience and continue to bring out the best in them?

How can you enhance your knowledge and skills to communicate your concerns to your staff, and effectively counsel them and help them steer their course to becoming **Happy, Confident and Positive employees?**

Organised by:





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Who Should Attend

Managers, leaders, supervisors and HR practitioners who:

- are keen to improve team performance and productivity
- value a cohesive and satisfying work environment
- care about the morale and welfare of their team members
- want to create an emotionally healthy workplace for their team
- desire a team that is driven and motivated

Brief Programme Outline:

Based on professional field experience, leaders/supervisors can look forward to developing basic counselling skills to enhance their team's personal and work relations through this exciting and interactive 2-day workshop.

Engaging discussions, comprehensive exercises and skills practice sessions are packaged into these insightful lectures and will achieve three parts:

Part 1: Systemic Understanding of your Staff's Problems

- Learn how to approach problems from a non-judgmental stance by incorporating the elements in a counselling relationship .

Part 2: Counselling Skills for Enhanced Work Effectiveness

- Learn how to detect signs of distress and apply non-verbal and verbal counselling skills in your workplace.

Part 3: Apply Right Techniques to your Counselling Approach

- Apply the techniques in identifying the problem, proposing solutions with the desired outcomes and carrying out the intervention.

Part 4 : Common Issues Faced by Counsellors

- Learn how to handle gender, cultural and ethical aspects in a counselling relationship

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Corporate Consulting Services

Corporate Consulting Services (CCS) is the business unit of the Institute of Mental Health and provides emotional and mental health related training programmes, workshops, seminars and crisis management consultancy services and is a highly regarded provider of Workplace Emotional Health Programme services, with an excellent track record, particularly working with a number of multinational companies as well as governmental agencies.

This unique workshop is specially conducted by our experienced medical social worker.

About Your Training Facilitator



Ms Chan Lay Lin

Earning a master degree in Social Work at the National University of Singapore, as well as having specialist training in Human Resource Management and Systemic Family Therapy, Lay Lin has not only professional experience, but also has conducted family therapy at the community level while at TRANS Centre, a family service centre. She has also served at the National University Hospital and National Cancer Centre.

Lay Lin has been engaged as a trainer in counselling with the Ministry of Education, Monash University, Edith Cowan University, Social Service Institute, Singapore Hospice Council, etc.

Ms Chan Lay Lin is currently the Principal Medical Social Worker at the Institute of Mental Health.

Some Clients who had trained with Us

People's Association
Ministry of Manpower
IE Singapore
Raffles City Singapore
Ministry of Health
Chevron

And many MNCs from various industries and also various governmental agencies.....

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**REGISTRATION FORM via Fax, Email or Post
31 Aug & 1 Sept 2009 at the Institute of Mental Health**

Name	
Company	Department
Address	
Designation	Contact No
Fax	Email

Please make cheque payable to “*Institute of Mental Health*” and mail it with this form to:
Institute of Mental Health—Mental Health Education
Buangkok Green Medical Park
10 Buangkok View
Singapore 539747
Attn: Sharon Lai

Please write the name of this workshop and your organisation’s name at the back of the cheque. An email confirmation will be sent upon successful registration.

Terms and Conditions

All cancellations before 17 August 2009 will receive 90% refund. Cancellations made on or after 17 August 2009 will have no refund but organizations can substitute with other participant(s).

The organiser reserves the right to make any changes/amendments to the program/venue if warranted by circumstances beyond control. Submission of registration implies that the terms and conditions are understood.

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