

# Bite-Sized Training Workshops

AUSTRALIA | NEW ZEALAND | JAPAN | SINGAPORE | GREATER CHINA

## What is Bite-Sized Training?

- **A sophisticated but simple and effective learning and development system designed to get results and minimise workplace disruption.**
- Bite Sized Training is based on a series of 90-minute workshops, delivered at your premises at times that suit you.
- Workshops are fast-paced, interactive and fun – all designed and delivered by highly experienced and qualified facilitators
- More than just workshops, Bite Sized Training includes:
  - pre and post workshop preparation and consolidation activities
  - ongoing on-line evaluation
  - downloadable podcasts of each training session; and
  - evaluation reporting and briefing on overall workshop series outcomes
- Range of personal and management skills topics, including how to:

### PLAN AND PRIORITISE

COMMUNICATE EFFECTIVELY

INFLUENCE AND PERSUADE

NEGOTIATE

WRITE PRESENTATIONS

DELIVER PRESENTATIONS

DEVELOP PERSONAL CONFIDENCE

STEP UP TO SALES

DELIVER EXCELLENT CUSTOMER SERVICE

WORK WELL IN A TEAM

MANAGE YOUR BOSS

BRAINSTORM

HANDLE STRESS

HANDLE CONFLICT

DEVELOP YOUR LEADERSHIP STYLE

MOTIVATE PEOPLE

GIVE EFFECTIVE FEEDBACK

COACH YOUR PEOPLE

DELEGATE EFFECTIVELY

MANAGE GENERATION Y

INTERVIEW POTENTIAL RECRUITS

SET GOALS AND CREATE

PERFORMANCE PLANS

MANAGE PROJECTS

MANAGE YOUR BOSS

## Why have bite-sized workshops?

- Minimal disruption = better attendance and less impact on chargeable, client-facing hours and busy work schedules.
- Flexible delivery times – morning, lunchtime, afternoon, after hours.
- You choose the topics from the menu and the people who will participate, whether as a workgroup, management level or on an open-to-all first-come, first-served basis.
- Less employee down-time and fewer complaints from staff and their managers about participants having to play catch-up when they get back to their desk.
- Highly cost-effective training to a number of people. Our locally based trainers come to you so there are typically no venue and catering costs and no exorbitant travel costs to pay.
- A great way to extend your in-house programme with professional, external trainers and proven content.
- Improved retention and recall. Bite-sized workshops use accelerated learning techniques and people can put the learning into practice minutes later. No information overload – workshops are very focused.
- Tried and tested. This works. Bite-sized training workshops have been running with great success for several years right across the Asia Pacific region. Training is sophisticated yet simple, highly applied and delivered by people who really know their stuff.
- Suitable for a wide audience of participants across disciplines and with varying experience levels.
- Allows you to provide consistency in training and transferrable skills to your people, whether they are situated across Australia or in offices anywhere within Singapore, Hong Kong, Greater China, New Zealand or Japan.
- Easy to book, contact Bite-Sized Training for a full range of workshops and to discuss your training requirements, Australia Local Call: **1300 855 140**  
Hong Kong Toll Free: **800 903 210**  
Singapore Toll Free: **800 101 2210**  
New Zealand Toll Free: **0800 450 997**  
Japan Tokyo Number: **03 4578 9427** or  
Email: [info@bitesizedtraining.asia](mailto:info@bitesizedtraining.asia)  
[info@bitesizedtraining.com.au](mailto:info@bitesizedtraining.com.au)  
[www.bitesizedtraining.com.au](http://www.bitesizedtraining.com.au) or  
[www.bitesizedtraining.asia](http://www.bitesizedtraining.asia)

## Who are bite-sized workshops for?

- People who always say they haven't got time to go on a training course. Oddly, they can be the self-same people who, come appraisal time, always say they need some training.
- Managers who say their people haven't got time to go on a training course. Every company has them.
- People who have found from experience that longer training courses are often 'padded out' and too long. For some, it's just too long away from the office. For some it may also be a case of learning 'indigestion'.
- Managers new to handling people. The range of topics available covers a range of management skills, many of which will be of immediate and lasting benefit to new managers.
- Anyone and everyone who will benefit from a particular topic.
- Companies who want to avoid the huge time and productivity costs of having staff away from their desks doing extended training courses.
- Companies looking for an integrated, simple and high impact training solution for their people either locally or across the Asia Pacific region.

## What to do if you want some bite-sized...

- Choose the bite-sized workshops you want from the menu (or contact us and we can help you decide which workshops to run) – minimum six
- Contact us and book the dates
- Schedule the workshops – weekly or fortnightly, first thing/last thing/lunchtime – it's up to you
- Sign up the participants – maximum 16 per workshop
- Provide the venue
- Be aware that workshops begin and end on time, we have this down to a fine art!





## Frequently asked questions

### “Must it be the same people at all six (eight, etc) workshops?”

No. As long as there are no more than 16 people per workshop the composition of each group is up to the client.

### “How do we select the workshops?”

Some people see the list of what's available and want the lot; others prefer to cherry-pick – both can be accommodated. We have a selection of suggested programs that clients typically choose. Our staff can provide these programs to you when you enquire.

### “What happens if someone doesn't show up for a workshop?”

If there is a lot of demand, it is well worth operating a standby list to ensure the workshop runs to capacity. However, given the cost-effectiveness of bite-sized training workshops at least a no-show isn't the end of the world financially.

### “Can't we have the workshops on a monthly basis?”

The recommended frequency is weekly or fortnightly to keep a sense of occasion and momentum going (and we have done six over two days...).

### “Do the workshops have to be on the same day of the week and at the same time?”

This is recommended. This is to keep it simple for all parties as everyone gets to know when they are in the calendar. Dates are scheduled upfront at the time of booking.

### “What do participants get to take away from the workshops?”

They get a concept map of the session and worksheets, including suggestions for further reading. They also get a follow up e-mail from the trainer and a downloadable podcast within one week, which summarises and recaps the key points as well as a podcast for further learning reinforcement.

### “Can you deliver the training in our local language?”

Yes, we have expert trainers that can deliver our standard workshop materials in English, Cantonese, Putonghua, and also Japanese – contact us for more information and to let us know what you need.

### “Who are your trainers?”

All our trainers are locally based in each of our operating areas and all have a minimum of 7 years professional training experience, high level university education and are personally accredited by Bite-Sized Training – they truly are experts!

### “Why is it less expensive to run the workshops back to back rather than on separate days?”

With back to back and high frequency workshops, we can save costs associated with facilitator travel and logistics, so we pass these cost savings on to our clients.

### “What if we want more than just Bite Sized? Do you offer other services as well?”

Yes, Bite-Sized Training's partner, The CommuniCorp Group, also has a range of consulting, coaching, staff surveying as well as other professional development products and services, visit [www.communicorpgroup.com](http://www.communicorpgroup.com) to see a full range of the services they can provide.

### “How much?”

Bite-Sized workshops are priced per workshop, with a minimum purchase of 6 workshops .

**Pricing includes not just the delivery of workshops, but the entire bite sized system of preparation and learning consolidation activities, workbooks, podcasts, and ongoing evaluation and reporting of each workshop series (i.e., minimum of 6 workshops).**

There are preferential rates for booking workshops back-to-back (i.e., two or more workshops on the same day, delivered within 1 hour of each other).

## Australia and New Zealand

**Typical frequency - weekly or fortnightly**  
6 workshops over 6-12 weeks  
eg. 1 x workshop every Thursday lunchtime for 6 weeks  
AU or NZ \$11970 (\$1995 per workshop)

**More frequent – more than one a day**  
6 workshops over 3 weeks (2 or more workshops back to back each day)  
eg. 2 workshops every Tuesday morning for 3 weeks  
AU or NZ \$10950 (\$1825 per workshop)

## Singapore, Greater China and Japan

**Typical frequency**  
6 workshops over 6-12 weeks  
eg. 1 x workshop every Thursday lunchtime for 6 weeks  
USD \$11970 (\$1995 per workshop)

**More frequent – more than one a day**  
6 workshops over 3 weeks (2 or more workshops back to back each day)  
eg. 2 workshops every Tuesday morning for 3 weeks  
USD \$10950 (\$1825 per workshop)

### Additional workshops over the minimum six are included pro rata

\*Prices exclude GST and other local taxes. Postponement and cancellation fees apply

Bite-Sized Training is available in Australia, New Zealand, Singapore, Greater China and Japan - contact us to confirm our locations and availability.

### To book or ask any questions please contact CommuniCorp on:

Australia Local Call: 1300 855 140

Hong Kong Toll Free: 800 903 210

Singapore Toll Free: 800 101 2210

New Zealand Toll Free: 0800 450 997

Japan Tokyo Number: 03 4578 9427 or

Email: [info@bitesizedtraining.asia](mailto:info@bitesizedtraining.asia) or

[info@bitesizedtraining.com.au](mailto:info@bitesizedtraining.com.au)

[www.bitesizedtraining.com.au](http://www.bitesizedtraining.com.au) or

[www.bitesizedtraining.asia](http://www.bitesizedtraining.asia)