



WORKSHOPS OFFERED BY AYNİ CONCEPTIONS

1. **The secrets of facilitation**

This workshop will help you plan your meetings to obtain the desired results. You will learn techniques to help facilitate winning interactions, as well as how to manage difficult group discussions. You'll also learn how to encourage quiet people to share their thoughts and how to get "speed-talkers" to slow down.

2. **Dynamic Communications**

In this workshop, you'll get to know your communication style, as well as your colleagues'. Learn how you really act under stress, how you are perceived, and how you can manage your communication style, as well as your colleagues'. This great team-building workshop will improve your relations at work (and at home) – guaranteed!

3. **Time management made simple**

This workshop is a good investment of two hours of your time! In this practical, hands-on workshop, you will learn a number of easy tricks to better manage your time. There will even be tricks for those who like to procrastinate!

4. **The employer brand**

You know about the importance of branding your product, organization or even destination to reach your target market. The same principle applies to you, as an employer. Are you perceived as a good or bad employer? This perception can make all the difference in finding and keeping staff, particular in a highly competitive market! Learn how to differentiate yourself as an employer in the job market.

5. **Staff recruitment – be strategic!**

The job market has changed drastically over the last few decades. Demographics, globalization, high expectations and fierce competition are making it harder to recruit staff – but not impossible! Learn what your organization can do to recruit a winning team!

6. **Staff retention: think about it!**

Tired of spending (and losing) money and time hiring staff? Stop this vicious cycle and learn what it takes to become an employer of choice. Learn what keeps people at a job (it's not all about the money) and simple strategies to keep staff and build a winning team.

7. **Strategic planning made simple**

Are your resources and energy scattered? In what direction is your organization heading? Is your staff aware? This workshop will help demystify strategic planning, its purpose and steps. You will learn about the importance of "planning the planning process," and how you can adapt the process for your organization.

Duration: workshops are between 2 and 6 hours.

For more information : sylvie@ayni.ca or www.ayni.ca