

PACKAGED TRAINING SVS

*What is the most rigorous law of our being?
Growth. No smallest atom of our moral, mental or physical structure can stand still a year. It must grow; nothing can prevent it.*

~ Mark Twain ~

INTRODUCTION

Part of the fundamental philosophy and values underpinning all Bioss products and services is "APPRECIATION". Given our appreciation of the current context within which our client organisations have to engage and enable their human capital, Bioss is offering a flexible, reduced rate group training offering.

HOW DOES IT WORK?

Bioss offers a wide range of training solutions that can be customized to every client need. Training offerings currently available are the following:

Group Booking Rates (5 people or more per organisation)

Details (min. 8 days training per person per year)	Discount
5 people	20% of total
6 – 10 people	25% of total
10 + people	30% of total

Individual and Small Group Discount (less than 5 people per organisation)

Details (courses booked per person per year)	Discount
2 courses	5% of total
3 courses	10% of total
4 courses	15% of total
4+ courses	20% of total

Please note that these exclude CPA and Refresher Training

IRIS Accreditation Training (4 days)

The IRIS is an efficient structured interview methodology to gain insight into the work complexity that an individual is currently in flow with, as well as how this will develop and grow in the future. The accreditation training process will enable a practitioner to accurately identify capability, and give appreciative feedback to an individual within their unique work context and future aspirations.

MWR Job Profiling (2 days) and OD Practitioner (3 days)

Based on extensive research, the Matrix of Working Relationships (MWR) is one of the most comprehensive and useful models of organizational behaviour and dynamics currently available. The training will enable a practitioner to apply the MWR theory to: organizational design, restructuring, organizational diagnosis, job profiling, the development of competencies, performance management and the creation of individual development plans.

LPA Training (2 days)

The LPA is an on-line assessment instrument that assesses personality, teamwork, conflict handling styles, attitudes to work, learning styles and managerial style, all in a work situation. Results can be reported per individual, or a team analysis can be conducted to predict how the individuals would work together as a team, should this be required. The training enables individuals to administer and interpret LPA results.

Appreciative Conversations (2 days)

Through the Appreciative Conversations Workshop, practical skills that will assist in developing relationships, engaging people and appreciating the diversity in the South African and global contexts, are practically developed and coached. This training programme offers a methodology that enables Human Resources and management to conduct the kind of conversations with employees that will “unleash” energy to create organizational resilience.

Facilitation Skills (2 days)

Facilitation skills have become a core competence through which people generate ideas, promote participative problem solving and achieve outcomes in a group context. A focused but flexible approach to facilitation is the hallmark of this workshop. It is designed to enable facilitators to use skills in a variety of settings, achieve real outputs in the allocated time, enhance their credibility in the business context, generate the interaction to get the most out of a group, elicit underlying and unspoken issues in a group and to use the skills on a one-on-one basis.

Interviewing Skills (2 days)

The BIOSS Interviewing Skills Workshop is specifically aimed at the recruitment interview and is relevant and appropriate for Human Resource Practitioners as well as line managers. In addition to this, the training program:

- Addresses the context of our current Labour Relations Legislation
- Assists organisations with the retention of staff – finding a culture fit
- Provides interviewers with interviewing skills
- Ensures that interview outcomes translate into other HR systems utilised in the organisation.

Change Management (2 days)

The BioSS perspective of Change Management focuses on assisting organisations and individuals to deal with the complexity created by the change, enabling the organisation to return to (or create) a condition where individuals experience flow, resulting in increased performance, health and overall organisational wellness. The training programme will enable a management and/or change agent teams within the organisation to effectively manage *planned* and *unplanned* change events within the organisation and the community, through a practical and straight forward methodology.

Conflict Management (1 day)

Providing methods and tools to ensure that interactions between the organisation and individuals both enable performance and foster prosperous communities and healthy individuals. This workshop will cover:

- Understanding what conflict management is
- Understanding the various causes of conflict
- Understanding the best practice guidelines for managing conflict
- Developing the basic skills to handle a conflict management conversation

Integrated Report Writing (2 days)

An integrated approach to report writing summarises relevant information and integrates information from a variety of assessments for recruitment or development purposes. This allows the decision maker to arrive at conclusions regarding the candidate's possible strengths and developmental areas and make recommendations based on these. This workshop aims to:

- Differentiate between assessment reports and integrated reports
- Understand and apply the art of writing integrated assessment reports
- Utilise Bioss related technologies in conjunction with other assessment data
- Assess the relevance of information required for integrated reports
- Apply appropriate decision-making strategies to conflicting information
- Avoid the common pitfalls of report writing
- Uphold and manage the ethics of the report-writing and assessment process.

ADVANTAGES INCLUDE:

- ✓ Flexibility in approach to suit your needs
- ✓ Transfer of knowledge and skills that is fundamentally practical and easy to use across contexts.
- ✓ Bioss can also further assist with any part of the implementation of interventions, offering communication, facilitation and team building expertise.