



NAVIGATING WORKPLACE DYNAMICS DURING COVID-19 (1 DAY)

A Specialised Kwelanga Training Programme

INTRODUCTION

The past few months have been a challenge, COVID-19 has had a massive impact on our lives. It is critical that we find ways of moving forward collectively as a team, understanding and practising new protocols. This presentation explores life after lockdown, creating a new hybrid by setting boundaries, applying safety precautions, understanding team dynamics and balancing life and work.

COURSE CONTENT

What will Work Life Look like after Lockdown?

- Understanding and adhering to the new protocols
- Office spaces
- Safety issues (within the workspace)
- Testing COVID-19 and symptoms to look out for
- Managing travel to work
- What are my responsibilities in this new way of working?

Working from Home in a Less than Perfect Environment

- Establishing a routine and a workspace at home
- Realistic time management
- Managing boundaries with those who share your space
- Managing boundaries with managers and colleagues
- Staying motivated and managing self
- Managing/Balancing team dynamics - consistent communication plan, being proactive

Managing Myself through a New Way of Work

The Four Common Types of Stress in the Workplace

- Managing the 4 stresses in the workplace
- Cognitive restructuring - 'Automatic Thoughts'
- Identifying triggers to stress
- Growth versus fixed mind-set

Navigating Business Relations after Lockdown

- Communicating correctly using different channels
- Inducing desirable responses in others
- Conflict management
- Being assertive
- Building bonds and relationships in a different workspace
- Managing emotions through change

Personal Accountability and Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role plays
- Break-away sessions
- Relevant business exercises
- Presentation
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*

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