



ABOUT US

The *Integral* Group Limited (TIGL) is a down to earth, pragmatic consulting company who believe in bringing traditional rural values to city business. Our philosophy is simply to get on with the job and get results for our clients - but have fun while we are doing it!

Our areas of expertise include:

- procurement
- project management
- negotiating
- responding to tenders
- knowledge management
- facilitation techniques
- section 17A reviews

We have:

- run over 300 procurement projects
- run over 40 procurement training workshops
- managed hundreds of projects
- run over 90 project management workshops
- helped over 70 clients respond to tenders
- worked with 60 councils

Our consultants are passionate about providing clients with practical solutions that are appropriate for them. A common sense approach is applied to ensure our clients' solutions are successfully embedded with their business.

We do what we do well so you can do your core business well.

SOFT SKILLS FOR PROJECTS

A 2 day workshop, where even the most experienced people will take away new learnings.

Less Stress • More Success

- *Do your staff understand the importance of soft skills for projects? Do you?*
- *Do you or your team need to facilitate workshops and / or meetings?*
- *Do you need to consult with stakeholders or the community?*
- *Do you have new staff on board?*
- *Do you need to sell your concepts or ideas?*
- *Do you want to be more effective and efficient?*

WHAT ARE SOFT SKILLS?

- personality focused
- collaboration
- facilitation
- problem solving
- strategy development
- change management
- getting buy-in
- negotiation
- selling

WHY ARE THEY IMPORTANT?

- 75% of long-term success in a role is based on mastering soft skills, only 25% of the job comes from technical skills
- highly sort after and paid for skills
- improve communication and conflict resolution
- retain staff and improve morale
- improve collaboration and cooperation
- feel confident facilitating
- improved problem solving
- improve customer service

WHO SHOULD ATTEND?

Anyone who facilitates workshops and / or meetings to make things happen.

This workshop is intended to instill soft skills training at all levels of an organisation. It is appropriate therefore for a wide range of staff and management

WHAT WILL I GET OUT OF THIS WORKSHOP?

This workshop will provide participants with:

- an understanding of soft skills and why they are important not just in the workplace but in everyday life too
- benefits of soft skills in the workplace
- an introduction to the psychology of business & how it applies
- pragmatic tools and techniques to enhance soft skills
- an introduction to the Right Track Workshop
- understanding of the implications of poor soft skills amongst team members.

We will work through real life examples that are shared by participants. This helps to embed the learnings.





FOR FURTHER INFORMATION

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TESTIMONIALS

"I thoroughly enjoyed the workshop and gained valuable skills that can be applied not just in a work context but into any area in life. I highly recommend this to all."

Kate McNabb - CCDHB

"Great workshop - very practical advice regarding soft skills and facilitation."

Dave Anderson - CCDHB

"Great workshop, lots of common-sense tools you can use. Would recommend."

Hayley Neilson - CCDHB

WHAT WILL BE COVERED?

- What are Soft Skills?
 - why are they important?
 - how are they different to hard skills?
- The psychology of business
 - Selling ideas & concepts
- 4 Guiding principles
 - Getting on with & influencing people
- Strategy development tools
- Facilitation tips
 - Importance of preparation
 - Power of questions
 - Dealing with difficult people
 - Acceptable & unacceptable behaviours
- Key philosophies
- ADKAR Change management model
- Contract setup exercise
- **Right Track Workshop**
 - Stakeholder analysis
 - Communications planning made simple
 - Risk analysis
 - Needs and wants analysis
 - Team
 - Project Governance and roles
- **What to do when things go wrong**
- **Negotiation Tips**

WHAT IS THE RIGHT TRACK WORKSHOP?

The Right Track Workshop was developed in 2014. It is a pragmatic and effective tool which we use at the beginning of every project, and train at every Project Management and Procurement Training workshops that we run. It provides a great example of how soft skills are utilized in any environment.

WHERE IS THE TRAINING?

If you choose to hold a workshop **in-house**, all you have to do is provide a suitable venue and appropriate support.

Or you can attend a **public** workshop (see link below for dates and locations).

HOW MUCH DOES IT COST?

In-house workshops: pricing as per the table below:

Up to 10 attendees	Per person fee in excess of 10 attendees
\$15,000	\$1,500

Public workshops: pricing is \$1,500 + gst/person

For the next public workshop dates click [here](#).

TIGL's pricing conditions for this training are:

- prices are exclusive of GST; current at time of printing (September 23)
- credit term is 20th of the month after invoice date
- the only disbursements claimed are for out of town travel
- TIGL supply materials and workbooks
- the client supplies the venue and catering

GUARANTEE

TIGL absolutely guarantee our work. Our satisfaction guarantee to you is that:

- in the unlikely event that you're not satisfied with our work, we would make sure that we work with you to put it right
- if at any time you're not satisfied with the value you've received when we invoice you, then we ask you to pay the value that you deem appropriate.