



NORF'K CIRCA INC

*A community/government partnership for
the betterment of all in Norfolk Island*

*Patron: Her Excellency Ms Quentin Bryce AC
Governor-General of the Commonwealth of Australia*

MEDIA RELEASE: Free workshop on training skills for managers, supervisors and employers

The next free Norf'k CIRCA community resourcing seminar will focus on conducting successful workplace training, and will be held at 5.30 p.m. on Tuesday 17th November at the Community Information Centre.

Accredited trainer Nicola Kennedy will present the session with emphasis on practical aspects of training, including:

- Understanding who needs training
- The training cycle
- Learning styles
- What they need to know – skill or knowledge?
- What should they be able to do at the end of training?
- How do they learn best?
- What resources do you have to deliver the training?
- Working examples of skill and knowledge sessions

This seminar is tailored to assist managers, supervisors, business owners and employers who are seeking to improve knowledge and skills in the workforce, raise productivity and build highly motivated teams. There is no charge for attendance and course materials, but prior registration is essential. For further information and to register please phone the Community Information Centre any weekday between 9.30 a.m. and 1.00 p.m. on 22447 or email circa@norfolk.net.nf

CIRCA and Community Information Centre

Norf'k CIRCA Inc. provides services to callers in person at the Community Information Centre, by telephone on 22447 and through an email network which currently has around 100 members. It provides assistance for all in the community and for visitors to the Island to obtain updated information on services available, where to locate many types of data and assistance with access to sources of funding from both government and non-government organisations for programmes within Norfolk Island. It also publishes a calendar of local events each month and welcomes receipt of information from community organisations for inclusion in the calendar.

Members of the public are invited to join the Association (for which membership is free) and to provide data updates so that the information available is current. The Community Information Centre is open each weekday from 9.30 a.m. to 1.00 p.m. Information requests, registrations for the email network and details about the Community Information Centre or CIRCA may be directed to telephone 22447 or email circa@admin.gov.nf

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