



## Vital Signs

Practical and invaluable training in communication and groups skills for community groups by the Mount Alexander Sustainability Group (MASG).

Vital signs aims to support community workers and volunteers by increasing their communication and interpersonal skills and providing mentoring and support to assist them in their work within the community. We are offering a series of workshops in essential skills in communication, group facilitation, conflict resolution and self-care to enhance your abilities to work effectively and efficiently with colleagues and participants.

Choose from the following workshops or attend the whole series.

**Feel free to contact us if you would like to have a workshop tailored specifically for members of your community group.**



### Golden Rules for Effective Groups

In this workshop, participants will learn the golden rules for having effective and efficient group meetings, and for working productively as a group. Learn the secrets for keeping group meetings to time, enabling everyone to feel heard and valued, making progress on projects, and helping group members to feel that their time was well spent. You will learn:

- How to acknowledge & build on group members' contributions
- How to take good notes in a meeting (without getting RSI!)
- The best ways to hear divergent opinions and reach decisions
- How to reflect on your own participation in the group

Thursday 14<sup>th</sup> July, 7.00-9.00pm The Forge, Barker St

### Communication Skills series

This is a series of 4 sessions to learn, practice and develop good communication skills. Participants attend each of the 4 sessions, and build on skills and techniques over the series.

#### Communication Skills 1 - Listening

- How to show empathy
- How to use listening skills to improve relationships
- Active listening – how to show others that you are listening, and help them to feel understood

Saturday 23<sup>rd</sup> July, 10am-12.30pm, Anglican Church Hall

#### Communication Skills Session 2 – Self-awareness

- Know what is most important to you
- Build your self-esteem and confidence
- Integrity – being true to yourself

Saturday 30<sup>th</sup> July, 10am-12.30pm, Anglican Church Hall



