



Corporate Bite Size Seminar

Informative : Educational : Learning : Engaging

Corporate Training . Coaching . Organizational Development . Personal Development . Self Enrichment

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Bite Size Seminar Series for Corporate Workforce

INTRODUCTION

What Is Bite Size Seminar?

Some call it Lunch Time Talk. Others call it Lunch & Learn. Whatever the term, a Bite Size Seminar program is an event scheduled during the lunch hour. Employees who attend bring their lunches and eat them during the training session. Or they could have a quick lunch and attend the training session after that. The training is usually less formal and less structured than normal.

The Bite Size Seminar series for corporate workforce covers compact take away nuggets of informative knowledge pertaining to soft skills that are useful to apply them in the workplace.

Benefits Of Bite Size Seminar

The biggest benefit of a Bite Size Seminar program is that you are able to get more training delivered to your employees at minimal additional cost.

- A Bite Size Seminar program doesn't make more hours in the day, but it makes better use of the time you have.
- Employees appreciate the voluntary nature of the training. Treating them like adults, makes them feel better about the company.
- The trainers enjoy the spotlight of being able to share their expertise with others in the company.

Bottom line, a Bite Size Seminar program will give you better trained employees who are more motivated and productive.

Seminar topics listed below can all be delivered in 90 – 120 minute sessions. All seminars are interactive, multi-media and an effective combination of brief theory/concepts, followed by an emphasis on practical tools and workplace application.

S/N	TOPICS	SEMINAR DESCRIPTION
1.	The 4E's of Leadership	This session provides practical ideas/concepts on: 1) Being an example to one's staff; 2) Encouraging Others; 3) Engaging Others; and 4) Evaluation. This session is fast paced, informative, interactive, multi-media, and a good balance of ideas, research, practice, sharing and reflection.
2.	Making Meetings Magnificent	This session covers practical recommendations for improving the structure and facilitation of meetings so as to ensure full participation and effective achievement of desired outcomes. The program engages different learning styles, and includes "skill practice".
3.	Developing a Workplace Rules of Engagement	Workplace relationships are the key to success. In particular, the manager-team relationship is vital to group effectiveness and morale. The Workplace Rules of Engagement is a process to develop and maintain respectful, trustworthy, aligned and partnership-oriented relationships. This session outlines the need, the process, and then guides participants to develop a Workplace Rules of Engagement for their own group.
4.	Love & Profit: The Art of Caring Leadership	This is a short video by the same name, by author and consultant James Audry. It is wonderful and always very well received look at leadership. In particular, the need for Honesty, Trust, Special Treatment and Courage. In this session, the video would be shown, followed by sub-group dialogue and personal action plan.
5.	The Difference Between Management and Leadership	This session presents ideas from Harvard's John Kotter distinguishing between the behaviours associated with "management" and those associated with "leadership". The theme is that both sets of behaviours are important, but that they are different, have different objectives and applications, and that both can be done by anyone with supervisory responsibility.
6.	DISCOVERY – Finding Your Personality Style with Quick DISC Cards.	In this session, they would learn about their DISC personality style, the meaning of this, and have a chance to share any action plan with colleagues. The benefits and limitations of knowing your style would be covered, as well as suggestions on how to leverage the "diversity" of style in their work group. (Note: This session would have an additional cost of \$30.00 per participant if DISC Personality Type Booklet is requested).
7.	Creating Outstanding Team Performance	This session will look at various aspects of understanding and motivating teamwork (e.g. Form, Storm, Norm, Perform; BARE – belonging, achievement, recognition and equity; the need for exemplary "followership" etc.) Practical ideas and tools will be shared.
8.	Crucial Conversations	Key points from the best selling book by the same name will be shared, followed by recommendations on how to approach difficult subjects, remain assertive, advocate for you and your interests, and reach agreement without damaging relationships.
9.	Managing Conflict in the Workplace	This session includes opportunity for participants to share confidentially stories of workplace conflict, what worked and what didn't. Several models and approaches to addressing and reducing conflict will be

		presented, followed by a short video and opportunity to “skill practice” scenarios involving conflict in the workplace.
10.	Effective Presentation Skills	This session includes ideas and tips on making powerful, attention-grabbing, and effective presentations. A short (20 minute) video is followed by brief concepts, and then ‘real-time’ skill practice in small groups, where everyone can make a short presentation and receive constructive feedback.
11.	The Multigenerational Workforce: As Easy as X, Y, and B.	For the first time in history, four generations are working alongside each other in the professional world. Having no past model or template to learn from, companies are struggling to successfully attract, hire, retain and cultivate these very diverse groups of employees. With generational biases and stereotypes running rampant, companies are losing out on top talent without even knowing it. In this session, participants will learn to appreciate the importance of understanding the ways generations work, interact, make decisions, communicate and approach the workplace. Focusing on the most “misunderstood generations,” Gen Y, they will decode the behaviours and motivators of each generation and share tools you can leverage in employee selection and management.
12.	The Brand Called YOU – Building Your Personal Brand	We are all familiar with the power of a strong brand: Apple, Nike, Coke, Lady Gaga, JLo, and Michael Jordan, to name a few, and we all know how powerful these names are in the marketplace. But ... have you ever thought of how important it is to create your personal brand? A brand image that is authentic and unique to who you are as a person? Well, if not, here is a great opportunity to learn more about how you can craft and market your personal brand and become an invaluable asset to your team, your management and your company.
13.	The Power to Reinvent Yourself	Life is short and the course is to help participants to be conscious of it and make the most of it, by grasping all opportunities. By taking care of themselves, the participants shall be able at the end of the course to shape their destiny and take important decisions to make a positive change in their lives. The objective of this short seminar is to shape your destiny and help you design your personal and professional career. The seminar brings the participants to go beyond their limits to a world of unlimited power and achievements.
14.	The Positive Approach	This short seminar aims to help you become more clear about your own identity, what you want in life – your life vision – and how to consciously transform your life for the better. You will learn how your beliefs shape your life experience and become aware of exactly how you are creating your reality. Each tip includes a practical element that you can apply during the week, so your life can genuinely start to improve and you make real progress toward manifesting your vision.
15.	Work Smart, Work Less and Accomplish More	Do you know someone who seems to get more done – faster? Whether at work or home, some people just seem to have a knack for knocking out project after project without breaking a sweat. How do they do it? They may or may not be able to explain to you how they do it, but no doubt they have incorporated certain habits into their life that allow them to get much more done than almost everyone around them.

		<p>And now you can learn those secret tool “Work Less Accomplish More” is a treasure trove of more than 25 very practical ways to become a top performer, no matter what job you are in. Whether you are just getting started and working your way up from the bottom rung of the ladder, or if you have been promoted several times and are struggling with an increasing amount of work to do – either way you will benefit immediately from the time-tested advice in this practical seminar.</p>
16.	Learn What Happy People Do Differently	<p>“Happiness is not something ready-made. It comes from your own actions.” Think being happy is something that happens as a result of luck, circumstance, having money, etc? Think again. Happiness is a mindset. And if you are looking to improve your ability to find happiness, then check out this seminar.</p>
17.	Love Your Customer, Respect Your Peers	<p>This programme is empowers staff with skills and knowledge to better deal with their customers, as well as to communicate and get along with their peers / team members. This short sharing session, they will take away some tips on how to be equipped with personal empowerment, effectiveness and leadership skills to motivate themselves, others and understand the overall fundamental human needs.</p>
18.	Personal Empowerment for Success	<p>Everyone has the potential to do well in their life! In this exciting training, we will share with you the Speaker’s journey from overcoming failure to achieving great success in her life. She will also hold you step-by-step with her proven effective approach to empower yourself and unleash your full potential.</p>
19.	Networking Skills with NLP for Influence & Magnetic Attraction	<p>Meeting people and leaving a lasting positive impression is key to a successful long-term career. One never gets a second chance to leave a positive first impression. For instance, numerous studies have shown how it usually takes only 20 seconds for you to create an impression on your clients.</p> <p>In this highly interactive and intensive workshop, you will learn about the ecology of the human mind and how to leverage human nature to your networking advantage. Develop a powerful, emotional connection with others as you network and build a stronger personal brand to achieve deeper network penetration with NLP tools.</p>
20.	NLP for Persuasive Public Speaking	<p>Imagine mastering the ability to speak with confidence and connect with your audience, persuading effortlessly through public speaking?</p> <p>Tapping into one of the world’s finest persuasive tools known as Neuro-Linguistic Programming (NLP), learn how you follow the footsteps of great orators such as current US President Barack Obama, late Apple</p>

		founder Steve Jobs or Alibaba founder Jack Ma in mastering the art of persuasive speaking. Discover the number one reason why most people tend to struggle in influence and how you can use impactful and influential language patterns in your own speeches to persuade anyone with panache.
21.	Making Impactful Presentations Using NLP	<p>Imagine learning the art of make an impactful and persuasive presentation, speak with confidence and connect with your audience.</p> <p>Tapping into one of the world’s finest persuasive tools known as Neuro-Linguistic Programming (NLP), learn how you follow the footsteps of great presenters and orators such as current US President Barack Obama, late Apple founder Steve Jobs or Alibaba founder Jack Ma in mastering the art of persuasive speaking. Discover the number one reason why most people tend to struggle in influence and how you can use impactful and influential language patterns in your own presentations to persuade anyone with panache.</p> <p>What you will learn</p> <ol style="list-style-type: none"> 1) <u>Avoid the biggest mistake</u> that speakers often make in persuasive presentations 2) Understand what the <i>Trojan Horse effect</i>TM is and how to apply it in influence 3) <u>Embed subconscious commands</u> in your speeches with at least <u>5 different language patterns</u> 4) Discover <u>3 critical components to influential communication</u> 5) <u>Think on your feet</u> and overcome fear of <u>impromptu speaking</u>
22.	Influential Personal Charisma - intrigue, influence and ignite	Are leaders born with charismatic personalities or is it a learned attribute? It may seem like some people are born likable, but everyone is capable of developing charisma. No matter your personality, there are certain traits you can practice and apply to your own behaviour that can possibly make you seem more magnetic, trustworthy, and influential. In this workshop, the presenter will guide you how to developing your personal charisma.
23.	How to overcome organizational negativity - managing office politics	This intensive session is highly experiential with dynamic instruction through activities, practical exercises, laughter and sharing. It focuses on the knowledge, skills and attitudes the participants need to overcome any office political game; switching from being a victim to become a victor ethically and professionally through better communication techniques in managing office politics.
24.	5 Tips on Preventing Decision Making Fatigue	Constant decision making can be overwhelming. After a long session of decision-making and when fatigue sets in, the decisions made take on a deteriorating quality. This fatigue is now understood as one of the causes of irrational trade-offs in decision making. A person who is mentally

		<p>depleted becomes reluctant to make trade-offs, or makes very poor choices. In such instances, an individual may simply refuse to make any decisions or for example, indulge in impulse shopping and realize later on that the purchase not useful or suitable.</p> <p>In this talk, we aim to delve into what is decision making fatigue, and what we can do to avoid and address it.</p> <ol style="list-style-type: none"> 1. What is decision-making fatigue? What happens when you are suffering decision-making fatigue? 2. Five tips for preventing decision-making fatigue: <ol style="list-style-type: none"> a. How to make the correct decisions for yourself. b. Make simpler decisions. c. Making commitments. d. Scheduling. e. Letting it go. 3. Hands-on Exercise: Effective decision-making.
25.	7 Habits of Highly Effective People	<p>Personal effectiveness is something all of us yearn for. As our own definitions of success may be articulated differently, it may appear that different people have different notions of success. However, gurus like the late Stephen Covey have all drilled down to the quintessential components of what makes for success, and by and large, they are all remarkably similar. One might ask why they are so special, since they seem to comprise nothing more than common sense. Alas, if truth be told, the old adage that “Common sense is not so common” rings true. People in general still need a helping hand assimilating and integrating these principles into their everyday lives. The Seven Habits are no different in that respect.</p> <p>A two-hour talk would typically be structured as follows:</p> <ul style="list-style-type: none"> ❖ Purpose of talk: outcomes ❖ Why do we need the 7 Habits? ❖ Brief outline of 7 Habits. ❖ Examples of applications of each of the 7 Habits: Stories and case studies ❖ Participant discussions and sharing ❖ Q & A of actual workplace/ life situations where 7 Habits framework could be applied



CULTURAL MUSIC FOR TEAM BONDING

1.	How Angklung can promote peace, harmony and team work in an organization	<p>This session provides an active hands-on experience in:</p> <ol style="list-style-type: none"> 1) learning to play a unique & simple Indonesian musical instrument; 2) understand & connect with our regional neighbour's culture; 3) patience, accuracy and discipline in playing the angklung on time to produce a continuous tune; 4) understanding and singing both the melody and harmony, thus developing sound musical sense and teamwork. <p>This session fully encourages participants to be active and have fun learning & making music together.</p>
2.	Angklung: the Art of Turning Pressure into leisure	<p>This session provides an active hands-on experience in:</p> <ol style="list-style-type: none"> 1) learning to play a unique & simple Indonesian musical instrument; 2) “bringing out the child in you” and having fun outside the comfort zone; 3) developing a musical skill in a relaxed environment; 4) playing together in an instrumental ensemble. <p>This session encourages participants to not just read, sing & play the songs, but move and swing together to release tension.</p>
3.	Be a Music Composer! And discover the melodious sounds of Angklung music.	<p>This session provides an active hands-on experience in:</p> <ol style="list-style-type: none"> 1) learning to play a unique & simple Indonesian musical instrument; 2) developing rhythm & tempo sense, thus enhancing discipline; 3) understanding and playing the melody and harmony; 4) composing simple and fun rhythm workouts and tunes on the angklung. 5) performing for each other (individual or team contests).



LEGAL PROGRAMS

S/N	TOPICS
1.	Crowdfunding for Businesses (in conjunction with the CEO of a crowdfunding startup)
2.	Franchising, Joint Ventures and ways of strategic business partnerships
3.	How to Incentivise employees with share incentives
4.	How to use the Law as a Strategic Tool for SMEs
5.	Legal aspects of expanding your business overseas
6.	Mergers and Acquisitions for SMEs (buying another business or selling your business)
7.	Practical Intellectual Property Law for Business Managers & Owners
8.	Succession Planning for Business Owners (to be given in conjunction with a financial planner)
9.	What Business Managers & Owners should do in an economic downturn

10. How to Use Contract to Win Deals and Influence People

**Note: Talk is delivered by a practising Corporate Lawyer.*



HEALTH & WELLNESS PROGRAMS

1.	<p>Health Management: Teachers' Wellness Programme.</p> <p>Delivered by a Health Care Professional.</p>	<p>This wellness programme helps identify and address contemporary lifestyles, associated behaviors, and major health concerns of women in a teaching environment.</p> <ul style="list-style-type: none"> ▪ To understand healthy eating habits. ▪ To understand the need to for physical activity ▪ To consider ways in which we can minimize the effects of stress with effective and simple techniques. ▪ To be aware of some health issues that affects women.
2.	<p>Achieving a State of Mindfulness</p>	<p>The purpose of meditation is to cultivate those states of mind that are conducive to peace and well-being, and to eradicate those that aren't.</p> <p>If we examine our life we will discover that most of our time and energy is devoted to mundane activities, such as seeking material and emotional security, enjoying sensory pleasures, or establishing a good reputation. Although these things can make us happy for a short time, they are not able to provide the deep lasting contentment that we long for. Sooner or later our happiness turns into dissatisfaction, and we find ourselves engaged in the pursuit of more worldly pleasures. Directly or indirectly, worldly pleasures cause us mental and physical suffering by stimulating attachment, jealousy, and frustration. Moreover, seeking to fulfill our own desires often bring us into conflict with others.</p> <p>In this non-religious and Universal meditation practice session, we explore ways to reduce the daily stress of life and find some inner peace and harmony within ourselves.</p>
3.	<p>Enhancing Memory Technique</p> <p>Delivered by a Health Professional.</p>	<p>A Healthy mind leads to quality relationship, increased productivity and enhance success. It also helps with self-actualisation and heightened awareness.</p> <p>Topics covered during this talk. Anything you put your mind to develop a plan</p> <ol style="list-style-type: none"> 1. Mental Health Checklist 2. Brain and mood foods. 3. Memorable Occasion – Setting a healthy environment. 4. What to eat? 5. 7 days Meal Plan 6. Tips for Executives 7. Stress Management is Mind Management 8. Exploration of Systemic Constellation in Mind and Memory. (Some experiential Exercise)

4.	Food Secrets for Great Health Delivered by a Health Professional.	<ul style="list-style-type: none"> • Is Our food really healthy? • Foods or Fads? • What are my portions? • Foods can be stressor? • Are supplements necessary? • Q&A
5.	Healthy Eating for Busy Lifestyle Delivered by a Health Professional.	<ul style="list-style-type: none"> • Health Trends • Why should I eat well? • What is a balanced diet? • Meal Tips • Hydration Exercise, Relaxation, Sleep • Q&A
6.	Know Your Diet :Eat Right For Your Type Delivered by a Health Professional.	<ul style="list-style-type: none"> • Intro to Blood Type Diet • Food & Digestion • What is blood type diet • Is blood type relevant? • Blood type Chart • Q&A
7.	Healthy Living for People over 50 Delivered by a Health Professional.	<p>After the festive seasons, here are some foods for thought. As people grows older and over the hill, they require special health care. The golden years are not so golden if they are plagued by health problems. You will find many practical and holistic ways to remedy and/or control some of the more common symptoms of aging.</p> <ul style="list-style-type: none"> • What are the health challenges when you reach 50 and above? <ul style="list-style-type: none"> ▪ Special focus on Metabolic Syndrome • What is preventative medicine? • Food as your medicine and medicine as your food. • Simple energy tapping techniques to boost energy and health. • Basic Relaxation techniques. • Breathing for Health • Question & Answer
8.	Enhance Your Child's Health with Nutrition Delivered by a Health Professional.	<p>Learn what you can do in your own home with correct food choices, herbs, vitamins, minerals and essential oils to positively impact your children's health and remedy minor health problems.</p> <ul style="list-style-type: none"> • What are the health challenges a child may encounter? • Some statistics about health of children in Singapore. • Feeding the brain of your child for peak performance. • Your child's food as their medicine and medicine as their food. • Exercise for Brain Health and peak performance. • Breathing for Health • General Relaxation Techniques. • Question & Answer



ARTS & CRAFT PROGRAM

45.	Basic Gift Wrapping & Ribbon Making Workshop	Gift Wrapping <ul style="list-style-type: none">• Introduction to Gift Wrapping: Types of wrappers and ribbons.• Wrap a square box• Wrap a round box• Wrap an irregular shape item Ribbon Making <p>Time to dress up your gift boxes with ribbon designs</p> <ul style="list-style-type: none">• Simple Bow Ribbon or Rosette ribbon
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COFFEE CULTURE

46.	Coffee Appreciation Workshop	Together with Avanti Espresso, we bring the art of appreciating gourmet coffee to participants. This platform is highly creative, fun, and engaging. Participants may have hands-on experience operating a Cappuccino making machine. The workshop is led by one of Singapore best coffee roaster.
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NOTE: Human Resource Managers, Talent Managers, Learning & Development Directors are welcome to request for a proposal from our Training Consultant.

Tell us which topic you are looking for and email us for a quote:
enquiry@addestralearning.com, or call tel no: +65-62431286.

PRICING GUIDELINES

For our corporate clients who had engaged our training services for the past years, talks are usually conducted at no cost.

If you are our prospective clients, we may consider working around your budget for lunch time talks.

Here is the price guideline.

Suggested class size starts from a minimum of **20** participants to a maximum of **80** participants or more.

Venue held at an external site

90 mins talk session – S\$50/pax.

120 mins talk session – S\$70/pax

Venue held at client's training facility

90 mins talk session – S\$40/pax.

120 mins talk session – S\$60/pax

DISCOUNT LEVELS – FOR PRIVATE COMPANIES

1. If more than 50 participants, client will enjoy a **10% discount** from the above prices.
2. Assuming client orders more than 1 seminar title, they will enjoy **20% discount** from the quoted price. On top of this, client would also enjoy an additional **10% discount** of the already discounted price when they have more than 50 participants.

NOTE: Alternatively, you may request for a quote base on each session / run.