

M.J. Smith and Partners (MJSP) is a specialist management consultancy focusing on providing clients with advice and support in managing their organisations and businesses.

mjsp.com.au

For many organisations the current economic climate means that they are faced with unprecedented challenging situations and over stretched resources. Such conditions often result in organisations minimising their spending in the area of human resources, and in particular, in the area of employee training and development. However, it is these same conditions that demand such investments to continue to ensure that employees are equipped with the right knowledge and skills to be able to manage and operate effectively in challenging circumstances.

MJSP offers a range of training and development programs which can be conducted in short sessions (eg. 2 - 3 hours), or in half, or full day programs. These programs can be offered on a once off basis, or over an extended period of time (eg. 6 weeks) to facilitate learning by providing an opportunity for participants to absorb the knowledge and practice skills back in the workplace. The range of training and development programs currently offered by MJSP include:

- Recruitment and Selection
- Performance Review
- Effective Handling of Unsatisfactory Performance / Discipline
- Anti-Discrimination, Sexual Harassment and Workplace Bullying
- Conflict Resolution
- Team Development
- Motivating Employees
- Effective Communication
- Time and Self Management
- Stress Management
- Rewards and Recognition
- Meetings – Planning, Preparation and Facilitation
- Leave Management – Legislation and Processes
- Organisational HR Policies Briefing

Also, due to a recent strategic alliance with Subtext, a specialist organisational development firm led by Linda Ray, we can now offer an additional range of training and other related services including:

- Business Development
- Leadership
- Facilitating Change
- Team Building
- Service Evaluation
- Coaching and Mentoring
- Organisational Development

Should you feel your training and development needs extend beyond one of the above listed programs, we would be more than happy to design a tailored program to meet your needs and culture.

For more information, please contact Mark Smith or Jenny Hall on (07) 3839 1233.