

Jan / Feb 2015



Welcome to our New Year Edition

"Make a game of finding something positive in every situation. 95% of your emotions are determined by how you interpret events to yourself."

This edition is all about facing your workplace responsibilities head on, and dealing with them. Sometimes our workplace is filled with daily challenges that test our knowledge and strength as a leader. This edition gives you some tips on remaining positive. We are also excited to announce the launch of a new Target Training Perth office. Wishing you successful business throughout 2015.

Target Training Launches New Perth Office

We are excited to announce our newest office, now open for business and located in Perth. Paul Williams is the Business Manager and looking forward to meeting local business representatives. Paul's focus will be in the CBD including West Perth, Subiaco and Leederville. Business focus will also stretch to North Fremantle in the South, City Beach in the West, Bassendean in the East and Mt Hawthorn in the North.

Paul is thrilled to be joining our team considering he has spent 10 years working within the secondary education sector as a principal and senior schooling co-ordinator. Paul's roles have included extensive curriculum development and co-ordination of vocational education and training within the school sector.

Since business inception in 1999, Target Training has cemented a reputation as a quality provider of education and training with both Nationally Recognised Qualifications and Non Accredited Training Workshops. Target Training has offices located Australia wide.

Paul believes successful businesses are the foundation to a strong economy. Good business can only come from having a workforce that is up-to-date with contemporary training. A working person can spend over 1/3 of their day working, so it is important to find enjoyment in their job. Training provides the skills, knowledge and experience needed by the individual to be a successful worker. Training provides enjoyment because if a person succeeds at their work, they will also enjoy life.

Paul brings with him the qualifications to support his experience. Paul has personally achieved a Masters in Christian Education, B.Ed Social Science Secondary Education, Certificate IV in Business sales and Certificate IV in Training and Education.

"Building relationships with business is central to my role at Target Training Perth. It is my aim to provide good customer service to discover the unique needs of each business. It is also my aim to achieve results for clients by maximizing the productivity that comes from investing in training." said Paul.

At Target Training Perth Paul will be leading a team of experienced trainers and retail training consultants to provide training services that are customised to suit your business's specific needs. Paul's direct office number is (08) 95611822.



Welcome to Our New Clients:

- Duporth Tavern
- Goodness Gracious Organic & Gluten Free Cafe
- Greater Building Society
- The Spring Hill Partnership
- Waterford Plaza News

THE
DUPORTH
TAVERN
Est. 1911

birchglacken
accountants

Greater

TARGET
TRAINING

focused on your retail success

5 Steps to Maintaining Performance and Feeling Happy

“Optimism is the one quality more associated with success and happiness than any other.”

Life provides us with challenges. Sometimes we suffer circumstances that leave us in a bad space. The only truth is that you cannot control what happens to you, only what you do about it. Having a pessimistic outlook encourages people to focus on the negative aspects of experience. Looking for the positive and having an optimistic outlook moves you away from the problem and towards finding the good things that exist in your life.

Often managers feel challenged and stuck, searching for a path ‘back’ to feeling good and maintaining high performance. Here are 5 steps...

1. **Purpose.** This allows you to look forward. Take a breath and decide that regardless of what happened, there are still things to do, goals to achieve, things that you want beyond the setback. The situation may have created the need for new goals, or a new purpose that you can now focus on. Start by reminding yourself of these goals, of your bigger purpose, and ask yourself, "What is the first thing that I need to do to achieve this?" and do it. Before you know it, you have moved beyond the issue and back into moving ahead.
2. **Reality.** Sometimes it's so easy to focus on problems that we can become separated from what else is going on in our lives. There is our problem, and then there is the rest of reality which probably contains lots of great things hidden in everyday life. Looking at reality allows the situation to be put into perspective with everything else.
3. **Optimism.** This allows us to see the possibilities for better things in the future. What is important is that a positive outlook and an optimistic view will allow you to ‘see’ the positive things in our lives
4. **Social connections.** Often we believe when we are in a problem that we are alone, or that we have to tackle it alone. Connecting to others socially is a powerful thing - so much so that social isolation has the same effect on people's long term health as smoking 20 cigarettes a day. Connecting to people makes you feel cared about, it encourages you to care and can put a challenging situation that occurred into a new and more positive perspective.
5. **Exercise.** This is a powerful tool that improves the body and mind. 10 minutes of exercise three times a week is enough to start impacting anxiety. Three exercise sessions of 30 minutes each starts to impact on depression. Regardless of your level of fitness, increasing your exercise has a positive impact - and gets you moving. It helps you beat stress and provides an outlet for your stress and energy.

Use the five steps to happiness as a bridge to get you out of your workplace problem and back to moving forward in a positive direction.

BSB30307 Certificate III in Micro Business Operations is now available!

This qualification is ideal for skilled operators who apply a broad range of competencies in varied micro business contexts. This qualification is government funded in South Australia, Victoria and Northern Territory. Please contact us for more details or visit www.targettraining.com.au

