CLASS Network

Clerical, Secretarial & Administrative Support Staff Conference	**Wednesday 1ˢᵗ April, 2015** **Alan Turing Building**

Timetable

09.30 – 10.00	**Arrival, refreshments and registration**
10.00 – 10.05	**Opening and Welcome:** **Professor Dame Nancy Rothwell**
10.05 – 10.35	**Behind the scenes at Manchester Museum** **Professor Nick Merriman**
10.35 – 11.00	**Refreshment break**
11.00 – 12.30	**Parallel Workshops:** **1. Neuro Linguistic Programming (NLP)** **2. Transactional Analysis (TA)** **3. Laughter Yoga** **4. Myers Briggs Type Indicator (MBTI)**
12.30 – 13.30	**Lunch**
13.30	**Close**

PARALLEL WORKSHOPS

We are running four parallel workshops, all of which are offered by staff at the Staff Training and Development Unit. Each delegate will attend only one workshop and this will be on a first-come-first-serve basis. Numbers per workshop are limited. The Conference Organisers will endeavour to match your first choice but this will be subject to demand. Delegates will be advised which workshop they have been allocated prior to the Conference.

Workshop 1   Neuro Linguistic Programming
Donna Wilkinson

Neuro Linguistic Programming (NLP) is concerned with understanding how effective people organise their thinking, feelings, language and behaviour to produce the results they do. Delegates will gain an understanding about what NLP is and how it can be used to help expand and improve upon ways to communicate.

You will hope to:
1. Gain a broad understanding of what NLP is and identify some simple techniques for improving communications in the workplace.
2. Identify your own communication preferences as well as understanding how others "tick".
3. Understand how to use different perceptual positions to create a choice of outcomes.
4. Explore a simple technique for communicating ideas effectively.

Workshop 2   Transactional Analysis
Denise Fieldhouse

Transactional Analysis (TA) is a theory of personality, a theory of child development, a psychotherapy and a theory of social interaction. Delegates will be acquainted with some basic TA concepts.

You will hope to:
1. Learn about the basic ego-state model.
2. Learn about life positions and how these can impact on relationships and social interactions.
3. Learn about using TA to help improve interpersonal communications.

Workshop 3   Laughter Yoga
Paul Dixon

Laughter Yoga involves various breathing, light stretching/movement and laughter exercises. Those attending should wear reasonably comfortable clothing and flat shoes are preferable. The session will explore the health benefits of laughter and the principles underpinning the practice of laughter yoga. Participants will experience a typical laughter yoga session as would be facilitated in a laughter club. We will conclude how laughter practice might be integrated into our daily routines.

Workshop 4   Myers Briggs Type Indicator
Sandra Booth

The Myers Briggs Type Indicator (MBTI) is a psychometric instrument which measures individual preferences relating to how people perceive the world and make decisions. Delegates will learn about the MBTI and how it is used. They will have an opportunity to identify their own personal 'type' and begin to explore the impact on their working relationships.