

staff training & management consulting

- team development
- leadership & management
- supervision skills
- strategic planning
- creative problem solving
- influence & negotiation
- sales
- customer service
- communication
- public speaking skills
- mentoring

mills-eaton training



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MET is a division of Mills-Eaton Communications

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**STOP
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Mills-Eaton & Enterprise Law offer:

Managing 'Work Choices' Negotiations Workshops

(see attached flyer for information)

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WHY DO THE WARM & FUZZY STUFF?

Involving your staff in training that builds on their future development helps them feel valued. In many organisations, the primary training focus is on technical skills plus the required compliance (OHS & related necessities). Appropriate technical skills are vital, but it is important to remember that the majority of staff related issues originate NOT from poor technical skills but rather from poor 'people skills'. Keeping your team motivated and cohesive can save you dollars that might otherwise be lost in poor productivity. At the heart of team dysfunction are often simple communication problems and a lack of interpersonal understanding. A good team is more productive than one that has daily dramas!

McDonalds Stores Shift Leaders in Port Macquarie



McDonald's training is world-renowned, but even it doesn't cover everything! Kellie is working with the management and shift leaders of four stores (so far), to help them enhance their people management skills. The owners are continuing to develop their people while growing the businesses. Thank you to Helen & John Ross OAM, and Craig Evans.

Partnership for Aboriginal Care Conference at Valla Beach



We had a great time working with the Partnership for Aboriginal Care team at Valla Beach...and they had a good time too! The focus of our workshop was on Team Building and Effective Communication. Thank you to Bill (the boss), Vicki and Nikki!

APPRENTICE TRAINING

At the request of one of our clients, we have developed and are conducting a 'soft skills' training course focused on apprentices.

Included in this 6 x 1/2 day series are:
School to Work Transition, Confidence in Communication Skills, Balancing the View (Technical and Soft Skills required), Rights & Responsibilities, Problem Solving and more.

For more information, contact us.

Our clients include:

- Boeing Williamtown
- McDonalds Restaurants - Port Macquarie & Taree
- Lawler Partners Accountants
- Davies Knox Maynard
- Wesley Uniting Employment
- Maitland City Council
- NSW RTA
- Port Macquarie Hastings Council
- Partnership for Aboriginal Care
- Macquarie Hotel Group



Gary Eaton

Kellie Mills

Welcome to our first Newcastle Newsletter!

We have been training staff and management in a diverse range of organisations around Australia for the past 9 years. Previously based in Port Macquarie, we relocated to Newcastle in January this year.

Kellie Mills is an accredited Belbin's Team Role Theory Trainer and is exceptional at helping individuals, as well as teams, better understand how they operate together. Her courses are challenging, fun and thought-provoking. Participants find that the skills they sharpen in the training are easily implemented back in the workplace. Kellie was the founder of the Hastings Business Women's Network in Port Macquarie which, six years later, boasts over 170 members. She was '2005 Woman of the Year' for the Port Macquarie electorate and is on the NSW Premier's Honour Role.

Gary Eaton has held Administration, Sales, and General Manager positions in a number of industries including the media. He is completing an Honours Degree in Psychology at the University of New England. With a wide range of life experience, Gary is an excellent communicator at all levels - comfortable with shop floor workers and CEO's alike. His training style is open, encouraging of dialogue, assertive but not aggressive.

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Know someone who would benefit from receiving our newsletter - let us know. Also, if you wish to be taken off our mailing list, simply write to us, give us your name and address and we will take you off the list.

'You cannot teach a man anything. You can only help him to discover it within himself' Galileo Galilei, 1564-1642 Italian physician & astronomer