

Human Factors Training Programme

*Includes
Human Factors in Life
Programme*

2021

Human Factors

For almost 20 years, Niche Market has provided training in human factors to the business community. With the launch of the book 'The Kāpiti Way of being' we are now offering two seminar series, one for the business community called 'Human Factors in Business' and another one for the general public called 'Human Factors in Life'.

What's the difference?

'Human Factors in Life' exposes the participant to the fundamental tools of Transactional Analysis that are described in the book 'The Kāpiti Way of Being' in a relaxed setting, allowing the participant to learn about the different childhood strategies, ways of managing stress, improving communication with others and ways of motivating. The training focusses on the key tools and puts them into the toolbox of the participant.

We ask the participants to bring a shared lunch, we will provide tea and coffee. Please note, it is worthwhile reading 'The Kāpiti Way of Being' before the training, but it is not a prerequisite.

'Human Factors in Business' explores the world of personalities, their interactions when in distress, how to best communicate and motivate yourself and others, in a comprehensive way. This is the continuation of our standard Human Factors training for businesses. The participant will receive a profile, as well as four books, summarising the four training sessions. The training is designed to draw examples from the participants' business environments, learning in real time.

The participant will also receive handouts for group work and individual work. The courses are fully catered, so no need for you to bring anything but yourself and your curiosity.

How much does the training cost?

We offer a **taster** (Human Factors in Life only) where you can book the first session to come and see what you will get for your money. The taster is **\$99.00 incl. GST** for the one-day workshop on personality. Please note, the course is self-catering, and you won't get a profile.

We also offer a **package** price for the four **Human Factors in Life** modules (see dates below) for **\$450.00 incl. GST**. This package includes your personal profile and four training days. The course is self-catering, starting at 9:30am and finishing at 3:00pm.

The business course **Human Factors in Business** continues as before. It is a fully-catered course, where participants get handouts and copies of four books that summarise the learning and work as a reference guide and refresher. The course days start at 9:00am and finish at 4:00pm, although it may be advisable to bring a little bit more time at the end, as we allow group discussions to carry on as relevant. Our **special offer** to businesses is a total price of **\$860.00 plus GST** as long as New Zealand is under **Covid restrictions** (that includes level 1).

When are the 2021 courses?

Human Factors in Life	Human Factors in Business
13 th February – Personality 27 th February – Stress	Block Course 23 rd – 26 th February Four modules over four days
13 th March – Communicate 27 th March – Motivate	6 th May – Personality 20 th May – Stress
Block Course 16 th – 19 th February Four modules over four days	3 rd June – Communicate 17 th June – Motivate
Two weekends, two modules each 15 th & 16 th May & 12 th & 13 th June	Block Course 22 nd – 25 th June Four modules over four days
Block Course 25 th – 28 th May Four modules over four days	Two weekends, two modules each 14 th & 15 th August & 11 th & 12 th September`
7 th August – Personality 21 st August – Stress 4 th September – Communicate 18 th September – Motivate	Block Course 16 th – 19 th November Four modules over four days
Block Course 8 th – 11 th November Four modules over four days	Please note , the modules build on each other. Participants have to learn them in sequence. If you cannot commit to all dates of a particular course, talk to us!

What are the four training modules?

Human Factors - Personality

A guide to who we are and how we behave, feel and think

You will learn about people's journey through life and what happens at particular junctions of everyone's life. You will understand why people are different and that our behaviour, thinking and feeling is predictable and common to certain personalities.

Human Factors - Stress

A guide to recognising and handling stress in self and others

You will walk away with tools that will change the way you view stress and will allow you to detect and better manage stress in yourself and others. We will also explore how ongoing distress impacts on people's lives and how you could possibly intervene.

Human Factors - Communicate

A guide to improve the effectiveness of your communication

We will tackle the age-old topic of how to improve communication, the bugbear of many businesses. You will learn about two very powerful tools that will allow you to maintain communication, whilst also being effective in getting messages across.

Human Factors - Motivate

How we can motivate ourselves and others

The final session will look at what motivates us to show particular behaviours and how those behaviours are predictable. You will learn tools that will change your ability to motivate yourself and others, whilst at the same time giving yourself a better chance with those difficult conversations.

Our Terms and Conditions

- [1] To allow for interactive learning, the maximum number for each course is 12 participants. Bookings are accepted on a first come, first served basis.
- [2] Minimum number of participants for each course is four. We reserve the right to cancel courses if the number of participants is lower. We endeavour to provide notice of cancelled courses not later than a week prior to the start of the course.
- [3] You are guaranteed participation once payment in full has been received.
- [4] If a course is cancelled, a full refund will be paid.
- [5] For the benefit of other participants, please be on time for the sessions.
- [6] The course fee (with exception of the taster offer) applies to the whole block course. If you miss a day, no refund will be paid.
- [7] If you need to cancel the participation in one of the courses, we will refund the course fee in full if cancelled 4 weeks before the course begins. We will refund 50% up to 7 days prior to course begin if the number of participants does not go below minimum numbers. When cancelling on short notice, we consider the circumstances, but reserve the right not to refund the fee to cover our cost.
- [8] You will be offered refreshments (morning or afternoon tea, lunch) during some courses. If you have any dietary requirements, please let us know at least 48 hours in advance, preferably when booking.

Where are we?

You can find us right behind the Waikanae Health Centre off Ngaio Road, we share the driveway with the after-hour entrance of the health centre. Training is at **24 Ngaio Road, Waikanae**, unless advised otherwise. Please park your car on Ngaio Road.