

Administrative Professionals' Event

**19 - 20 September 2024
Lagoon Beach Hotel - Capetown**



*Happy
Administrative
Professionals'
Day.®*

BOOK NOW

 **+27 10 745 5403 Cell: 0712870523**

 **Email: info@prestigeint.co.za
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Administrative Professionals' Event

Event Profile

REGISTER :

Email: info@prestigeint.co.za, Cell: +27 (0) 71 2870523 or Call Switchboard: +27(0) 10 745 540

Have you ever had a conflict and wished you could have handled it better?

Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we will conflict. Conflict is not a problem in itself - it is what we do with it that counts. It is important that we do something because whether we like it or not, conflicts demand our energy.

In fact, an unresolved conflict can call on tremendous amounts of our attention. We all know how exhausting an unresolved conflict can be. It is not always easy to fix the problem but a great energy boost can come when

we do. Resolving conflict requires skills.

What are Conflict Resolution Skills?

They are the skills that enable us to bypass personal differences and to open up to possibilities. The skills of CR draw us closer to other people, as we jointly search for fair solutions and balanced needs. It involves a powerful shift from adversaries to

co-operative partners. In this shift each person benefits.

Conflict Resolution Skills Create Better Work Climates and More Fulfilling Relationships.

Conflict can be seen as an opportunity for learning more about the company - its bottle-necks and inefficiencies, as well as its areas of expertise. The learning potential of conflict often goes unrecognised when staff and management react with "fight" or "flight". "Flow", the third way, requires Conflict Resolution skills. These skills are also the tools for building a whole new level of trust as people learn "we can work it out". Relationships become more fulfilling and supporting.

NATURE OF CONFLICT / CAUSES OF CONFLICT

- Overlapping jobs
- Lack of understanding of other people's jobs
- Lack of discipline
- The 'my department' attitude
- Unshared information
- Contradictory assumption
- Violated boundaries
- Unmet expectations
- Differences in interpretations
- Competition for limited resources

There are five basic approaches to managing conflict

- Integrating
- Obliging
- Dominating
- Avoiding
- Compromising
- Obliging
- Dominating
- Compromising

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19 September 2024
 Training Session - 9 am - 12pm
 Boat Cruise - 2:30pm - 5pm

Pre – Sunset Champagne Cruise

Should check in the vessel by 3:30pm



Cape Water Front Challenge

20 September 2024
 Capewaterfront Challenge - 8:30 - 12:30
 Atlantis Sand Dunes - 2:30 - 4:00



The Cape Waterfront Challenge is an on-site adventure challenge around Cape Town's Two Oceans Aquarium. The Challenge is a cross between the 'Amazing Race' and 'Team Factor'. Teams race through the Two Oceans Aquarium and around the V & A Waterfront completing fun and challenging tasks.

The Cape Waterfront Challenge is a great way to experience the Cape Town Waterfront and the incredible Two-Oceans Aquarium as a group. The Activities are fun and exciting, while at the same time improving the group dynamics of the teams.

- Challenges:**
- Futuristic Photo Challenge
 - 3D Puzzle
 - Interactive Aquarium challenge
 - Crafted Zone Challenge
 - Search For Semi Precious Stones
 - Ice Cream Down Down
 - Springbok Museum Handoff Challenge
 - Jig Challenge
 - Cocktail and Harbour Telescope Challenge



Client Testimonies

The 17 teams had a great day! They were all very happy and enjoyed the challenge. We are definitely a great way to spend your time together and enjoy the view.

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Specific outcomes:

- Camaraderie, Planning, Collaboration, Fun, Energizing, Bonding

Atlantis Sand Dunes Quad Biking

