

# HUMAN RESOURCES: WELLNESS

## “ Building Effective Relationships”

**Date: 25-26 Feb 2015**  
**Venue: Devonvalley Hotel**  
**Stellenbosch**

### ENROLLMENT PROCESS

- Log on to **Sun-e-HR**
- Select **Sun Employee Self Service**
- Select **Training and Development, Learner Home**. Go to **Human Resources** to access the courses. Select the course that you want to attend.
- Click on **Course Name**, then **Offering Name** and then **Class Name**.
- Then click on the **Enroll** button.
- Click on **Review** and then **Submit** to complete the process.
- Your application will be sent to your line manager for approval (**Placed**). After that the course administrator will accept, reject or cancel the application.

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### Target Audience:

All staff

### Core Focus:

The content comprise of skills for assertive behaviour, conflict resolution techniques and relationship dynamics.

### On completion of the course, you would be able to:

- Understand more about yourself and others.
- Improve all types of relationships – be they at work, home, social or otherwise.
- Understand your own conflict triggers and sequence
- Identify the “why” behind the behaviors we observe in ourselves and others.