

# TRANSACTIONAL ANALYSIS (TA) 101

## FOR PERSONAL GROWTH AND DEVELOPMENT SKILLS

### WHAT IS TA?

TA IS A THEORY OF:

- Communication
- Relationships
- Child Development
- Management
- Psychotherapy

### WHAT ARE ITS APPLICATIONS?

- Relationships
- Self Development
- Management
- Education
- Psychotherapy

### WHO SHOULD ATTEND?

- Parents
- Managers
- People in business
- Teachers
- Health care professionals
- People with personal difficulties
- People interested in personal growth
- People involved in community work

### CONTENT OF THE COURSE

Whilst the comments in parentheses look at issues from a personal or inter-personal viewpoint in the workplace, it is also possible to look at the concepts from the point of view of the organizational or departmental culture and see what influence this has on employee relations and performance. **If you are considering the course from a personal point of view, ignore the information in brackets.**

- Making personal contracts (eg all types of partnerships and relationships, employer-employee, contractor-client etc) = looking at the negotiation process, ensuring satisfaction with conditions of contract as a prerequisite for best performance, renegotiating contracts, etc
- The structure of personality (how different states of personality affect relationships, work performance or work relations),
- Communication (using different states of the personality to improve communications and thereby personal relationships, work performance or work relationships)
- How communication goes wrong and how we make choices for more effective communication (looking at the counter-productive effects of psychological games in relationships and the workplace and how to rectify them)

- How we give and get recognition (the importance of appropriate acknowledgement, recognition and reward)
- How we spend our time (how to improve personal motivation, productivity and performance)
- How we feel about ourselves and others and the results of that (recognizing where our thought, feeling and behaviour patterns come from and what their effect is)
- How we collect bad feelings and behave accordingly (dealing with feelings which impact on personal relationships and performance and relations in the workplace)
- How we sometimes keep ourselves stuck in our internal process and how we can take account of our situation and move forwards.
- Looking at the overall direction of our lives and the possibility of changing them

### **HOW THE COURSE IS CONDUCTED**

- Combination of formal teaching, discussion, experiential exercises in a safe environment where personal experiences can be shared
- This course is adapted to meet the requirements of the participants

### **LENGTH OF COURSE**

The course is 15 hours in length conducted over a weekend of a full Saturday and Sunday .

### **STATUS OF THE COURSE**

This course is certified by the International Transactional Analysis Association and forms the basis of training for those who want to enter into formal training as Certified Transactional Analysts(CTAs) in any of the following categories:

Transactional Analyst (Psychotherapy) (for psychotherapists registered with the Health Professions Council or Social Workers)

Transactional Analyst (Counselling)(for counsellors working for a registered organization)

Transactional Analyst (Organizational) (for people working in organizations as consultants or coaches)

Transactional Analyst (Educational) (for teachers and educators, coaches )