

Training 'In a Nutshell'



Bite sized workshops for busy people and small budgets

In the current economic climate training is usually the first thing to be dropped by organisations wanting to watch their budgets. But training has great benefits in these uncertain times. Training can give your employees a sense of value, a sense of security and a sense of loyalty, and create more confident and competent employees to see any organisation through the tough times.

These courses are for you/your employees:

- if you don't like taking time out of the business for training
- if you don't want to waste your limited budget
- if you want to invest in you, your people and your business
- if you want to develop confident and competent employees who will keep your business going
- if you want a taster before you commit to longer term development

Aims:

To give delegates a good grounding in each of the topics without taking up their precious time.

Objectives:

To give delegates the knowledge to carry out their role more effectively

Format:

Tutor input, discussions, exercises but NO unnecessary waffle.

More in depth courses and/or qualifications are available if delegates or organisations wish to take the training to the next level

Emotional Intelligence

Thursday 16 February 2012
8.30 am - 11.30 am
Wakefield

It is said that EI is fast becoming more important than skills and abilities in the role of the effective leader/manager/employee. Find out what it is, why it's important in today's business environment and how you can develop it?

Straightforward Leadership

Thursday 1 March 2012
8.30 am - 11.30 am
Wakefield

There are so many leadership 'styles' that it's easy to get confused. This course will take you through some of the more common ones to help you develop your own portfolio of styles to use in relevant situations

Effective Communication using NLP

Thursday 15 March 2012
8.30 am - 11.30 am
Wakefield

What we say is not always what the other person hears. Find out why misunderstandings happen and how you can adapt your style to achieve rapport and understanding when dealing with colleagues, customers, suppliers or the boss

Other topics coming soon:

Effective Meetings
Presentation Skills
Dealing with presentation nerves
Time Management
Stress Awareness
Recruitment Process
Recruitment Interviews
Introduction to NLP

Only £35 per person (no VAT)
(Booking required at least one week prior to workshop date)

To crack your training needs please contact Mary on:
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