

Training Programmes Available Include:

Leadership & Management

Appraisals
Career Development Conversations
Change Management
Coaching
Conflict Management
Delegation
Feedback
Goal setting
Motivation
Performance Management
Recruitment & Selection Interviewing Skills

Presentation Skills

Introduction to Presentation Skills
Advanced Presentation Skills
Delivering Presentations with Impact
Building Powerful Business Presentations
One-to-one Presentation Skills Coaching

Selling

Consultative Selling
Relationship Building
Sales Skills
Telesales
Sales Management

Personal Development

Assertiveness
Business Writing and Effective Emails
Communicating Effectively
Customer Service
Facilitation Skills
Handling Difficult Conversations
Influencing
Interpersonal Skills
Myers Briggs Type Indicator
Meetings - Running Effective Meetings
Meetings - Presence and Impact at Meetings
Mentoring
Negotiation
Networking
Personal Impact and Presence
Problem Solving and Decision Making
Prioritising and Managing Workload
Time Management
Telephone Skills

Train the Trainer

Training Needs Analysis
Training Design
Training Delivery
Training Evaluation