



Personal Development

Examples of some of our most popular personal development workshops include:

Perfect Presentations

This workshop will benefit all those who are involved in making presentations including experienced presenters who wish to 'brush up' their skills and also those new to presenting. It offers

- * The opportunity to develop skills from preparation through to final delivery
- * The skills to design an attention grabbing presentation
- * High impact delivery skills
- * Feedback in a supportive environment

Beat the Clock!

All of us are increasingly being asked to do more with less and this seems to include time! This course offers the opportunity to develop the skills to control time more effectively. This workshop helps delegates to:

- * Discover their own time cheaters
- * Consider time management tools and techniques
- * Develop a personal action plan for getting organised!

Communicating with Others

Effective communication skills can have a significant impact on the success of an organisation and the quality of service it can provide. This course is ideal for all those who wish to achieve more through developing their personal communication skills. Managers, supervisors and customer contact staff will particularly benefit.

- * Verbal and non-verbal communication
- * Barriers to communication
- * Questioning and listening skills
- * Constructive communication

