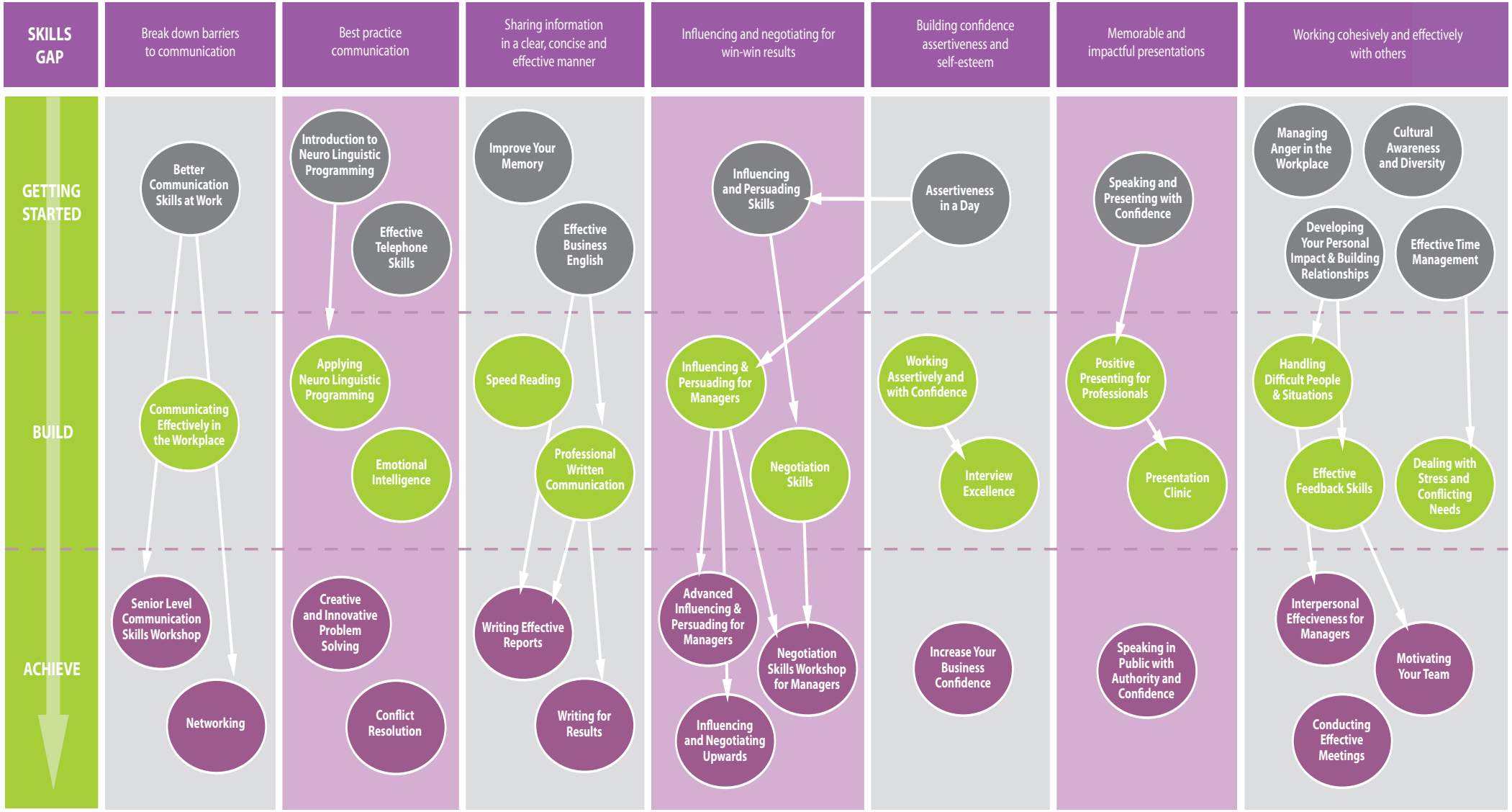
SKILLS GAP
Break down barriers to communication
Best practice communication
Sharing information in a clear, concise and effective manner
Influencing and negotiating for win-win results
Building confidence assertiveness and self-esteem
Memorable and impactful presentations
Working cohesively and effectively with others
GETTING STARTED
BUILD
ACHIEVE
Better Communication Skills at Work
Introduction to Neuro Linguistic Programming
Effective Telephone Skills
Improve Your Memory
Effective Business English
Influencing and Persuading Skills
Assertiveness in a Day
Speaking and Presenting with Confidence
Managing Anger in the Workplace
Cultural Awareness and Diversity
Developing Your Personal Impact & Building Relationships
Effective Time Management
Communicating Effectively in the Workplace
Applying Neuro Linguistic Programming
Emotional Intelligence
Speed Reading
Professional Written Communication
Influencing & Persuading for Managers
Negotiation Skills
Working Assertively and with Confidence
Interview Excellence
Positive Presenting for Professionals
Presentation Clinic
Handling Difficult People & Situations
Effective Feedback Skills
Dealing with Stress and Conflicting Needs
Senior Level Communication Skills Workshop
Networking
Creative and Innovative Problem Solving
Conflict Resolution
Writing Effective Reports
Writing for Results
Advanced Influencing & Persuading for Managers
Negotiation Skills Workshop for Managers
Influencing and Negotiating Upwards
Increase Your Business Confidence
Speaking in Public with Authority and Confidence
Interpersonal Effeciveness for Managers
Motivating Your Team
Conducting Effective Meetings