

Active Knowledge Bites™ (all can be tailored)

Please tick any of the courses or programmes you wish to discuss and see an itinerary. Delivered as Active Knowledge Bites™ of circa 90 minutes or ½ day if required. Through discussion we tailor each workshop to suit the outcomes and emphasis required. These workshops are not exhaustive and some content does cross over into other workshops. If there are any titles not shown that you would like please ask.

- | | |
|--|--|
| <input type="checkbox"/> '1-2-1' Coaching | <input type="checkbox"/> Management skills |
| <input type="checkbox"/> ABC's of supervising others | <input type="checkbox"/> Managing individuals |
| <input type="checkbox"/> Achieving the task | <input type="checkbox"/> Managing meetings |
| <input type="checkbox"/> Action centred leadership | <input type="checkbox"/> Mastering interview skills |
| <input type="checkbox"/> Active listening | <input type="checkbox"/> Maximising personal brand |
| <input type="checkbox"/> Appraisal skills | <input type="checkbox"/> Maximising team performance |
| <input type="checkbox"/> Basic report writing | <input type="checkbox"/> Mentoring skills and implementation |
| <input type="checkbox"/> Being assertive | <input type="checkbox"/> Mentee expectations |
| <input type="checkbox"/> Building a winning team | <input type="checkbox"/> Mind mapping |
| <input type="checkbox"/> Building our values | <input type="checkbox"/> Mindfulness |
| <input type="checkbox"/> Business writing that works | <input type="checkbox"/> Minute taking |
| <input type="checkbox"/> Change management | <input type="checkbox"/> Mood management |
| <input type="checkbox"/> Coaching and mentoring | <input type="checkbox"/> Motivate Activate |
| <input type="checkbox"/> Coaching for personal success | <input type="checkbox"/> Motivating the team |
| <input type="checkbox"/> Coaching skills for managers | <input type="checkbox"/> Motivational Insights |
| <input type="checkbox"/> Commercial awareness | <input type="checkbox"/> NLP tools for real life |
| <input type="checkbox"/> Communicating effectively | <input type="checkbox"/> People management |
| <input type="checkbox"/> Conflict resolution | <input type="checkbox"/> Performance management |
| <input type="checkbox"/> Coping with pressure at work | <input type="checkbox"/> Personal career development |
| <input type="checkbox"/> Confidence with customers | <input type="checkbox"/> Presenting with impact |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Presentation skills |
| <input type="checkbox"/> Creating better performance | <input type="checkbox"/> Problem solving & decision making |
| <input type="checkbox"/> Creative solutions | <input type="checkbox"/> Professional telephone skills |
| <input type="checkbox"/> Critical thinking | <input type="checkbox"/> Project management |
| <input type="checkbox"/> Customer service excellence | <input type="checkbox"/> Recruitment & selection |
| <input type="checkbox"/> Disciplinary & grievance | <input type="checkbox"/> Resolving underperformance |
| <input type="checkbox"/> Delegate develop achieve | <input type="checkbox"/> Sales dynamics |
| <input type="checkbox"/> Diversity and inclusion | <input type="checkbox"/> Self coaching |
| <input type="checkbox"/> Effective conversations | <input type="checkbox"/> Speed writing |
| <input type="checkbox"/> Effective email communication | <input type="checkbox"/> SMART objectives |
| <input type="checkbox"/> Embracing change | <input type="checkbox"/> Successful communication skills |
| <input type="checkbox"/> Emotional intelligence / resilience | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Executive coaching & leadership mentoring | <input type="checkbox"/> Stress management |
| <input type="checkbox"/> Gaining Win-Win outcomes | <input type="checkbox"/> Successful selling |
| <input type="checkbox"/> Giving feedback | <input type="checkbox"/> Supervisory skills |
| <input type="checkbox"/> Goal setting | <input type="checkbox"/> Team building |
| <input type="checkbox"/> Handling difficult situations | <input type="checkbox"/> Team management |
| <input type="checkbox"/> Improving personal success | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Inspirational leadership | <input type="checkbox"/> The positive you |
| <input type="checkbox"/> Interviewing skills | <input type="checkbox"/> Unconscious bias |
| <input type="checkbox"/> Influencing and persuading | <input type="checkbox"/> Vision and mission |
| <input type="checkbox"/> Knowing when to lead manage and coach | <input type="checkbox"/> Winning negotiation skills |
| <input type="checkbox"/> Leader as a coach | <input type="checkbox"/> Work/Life balance |
| <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Workplace Wellness programme |

Practical | Focused | Results-driven