

PERSONAL DEVELOPMENT



HELPING YOUR PEOPLE TO DEVELOP THEIR SKILLS

- Accelerate Your Learning
- Brand 'YOU'
- Building Trust
- Commitment (Make it Happen)
- Creative Thinking
- Creative Thinking in Groups
- Decision Making
- Develop Yourself
- Effective Teamwork Skills
- Get it Done!
- Identify Your Strengths
- Interpersonal Skills
- It's Your Appraisal
- Manage Your Career
- Managing Upwards
- Mentee Skills
- Personal Accountability
- Personal Effectiveness
- Personal Impact
- Problem Solving
- Rapid Reading
- Sharpen Your Memory
- Skills for PAs & Assistants
- Skills for Receptionists
- Succeed at Interviews
- The 80/20 Principle
- Thinking Skills
- Thinking on the Spot
- Time Management Part 1
- Time Management Part 2
- Visual Thinking
- 70:20:10 Development

MICROSOFT TRAINING

- Excel - Power Query
- Excel - Power BI
- Excel Training *
- Microsoft Word Training *
- PowerPoint Training *

*Session available in basic, intermediate, and advanced

All courses are available in both Virtual & Face-to-Face formats