



Programme Directory for Business Professionals

SAVE
UP TO
£310

A-Z Course Listings



Save money on your development.

- 1 Choose 2 courses*
- 2 Book together for 50% discount on your second course
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*Courses must of equivalent duration and booked together to receive 50% discount on the second course. This offer is only available by calling us.

>Spd Rdng in 10 Easy Steps

A Manager's Guide to Stress & Productivity Management

Assertiveness - An Introduction

Assertiveness - Two Day Workshop

Associate to Partner - Module 1: Mind Matters

Associate to Partner - Module 2: Working Within

Associate to Partner - Module 3: Inside Out

Associate to Partner - Module 4: Inspiring Others -
Delegation & Feedback

Associate to Partner - Module 5: Inspiring Others -
Coaching & Mentoring

Attracting Talent to Your Team - Recruiting the Right Person for the Job

Being a Successful Team Player

Brilliant Presentations - Two Day Workshop

Business Development Skills

Coaching & Mentoring - Two Day Workshop

Commercial Skills for Finance Professionals

Communication Skills - An Introduction

Communication Skills - Two Day Workshop

Confident Decision-Making & Strategic Thinking

Dealing with Difficult Staff

Digital Marketing Masterclass



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Effective Performance Management

Great Grammar

Handling Difficult Conversations with Ease & Confidence

How to be More Confident

How to Become an Effective Team Leader

How to Lead Effective Meetings & Group Discussions

Improving Your Performance with Emotional Intelligence

Improving Your Personal Impact for Success

Influencing Skills

Influencing Skills for CFOs

Influential Business Report & Persuasive Proposal Writing

Introduction to Management & Leadership -
Module 1: The Journey Begins with You

Introduction to Management & Leadership -
Module 2: Presenting with Impact and Presence

Introduction to Management & Leadership -
Module 3: Bringing It All Together

Introduction to Marketing

Leadership Lessons: Dealing Effectively with Conflict

Leadership Secrets: Leading with Impact & Authority -
Two Day Workshop

Leadership Skills - Two Day Workshop

Leading Change

Learning & Memory Techniques



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Making Great Notes & Proof Reading for Perfection

Management Accountant to Finance Director -
Module 1: The Journey to Finance Director - the Essential Context

Management Accountant to Finance Director -
Module 2: Communication & Presentation Skills

Management Accountant to Finance Director -
Module 3: Leadership & Management Skills

Management Accountant to Finance Director -
Module 4: Influencing, Persuading & Negotiating Skills

Management Accountant to Finance Director -
Module 5: Project & Stakeholder Management

Managing & Motivating People

Managing the Client Relationship

Managing Your Manager

Marketing for Accountants

Marketing for Lawyers

Negotiating Skills - An Introduction

Negotiation Mastery - Two Day Workshop

Perfect Pitch

Practical Networking

Presentation Skills - An Introduction

Psychological Survival Skills for New Lawyers



Smarter Thinking, Smarter Working

Strategies for Success Using NLP

Stress Management - An Introduction

The First Time Manager - Two Day Workshop

Time Management - An Introduction

Understanding Personality - the Key to Professional Success

Working with Competencies

Writing Skills for Professionals

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