



for more information call
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List of Course Modules

Courses Tailored to Meet Your Needs

The course topics listed below can be combined to deliver tailored programmes that meet specific needs. Click on the topic to see a more detailed description of the course content.

Core Skills

- [Assertiveness](#)
- [Communication Skills](#)
- [Effective Negotiation](#)
- [Personal Effectiveness](#)
- [Professional Presentations](#)
- [Time Management](#)
- [Preventing and Resolving Personal Conflict](#)

Management Skills

- [Influencing and Persuasion](#)
- [Coaching](#)
- [Commercial Negotiation](#)
- [Dealing with Difficult People](#)
- [Delegation](#)
- [Giving & Receiving Feedback](#)
- [Managing & Leading Teams](#)
- [Mentoring](#)
- [The Manager as a Skilled Communicator](#)

Subject Specific Skills

- [Conducting Appraisals](#)
 - [Dealing with Stress](#)
 - [Project Management](#)
 - [Interviewing Skills](#)
 - [Making Meetings Effective](#)
 - [Report Writing](#)
 - [Successful Selling](#)
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