



## JOIN US ONLINE FOR THE FOLLOWING WEBINARS

### ASSERTIVENESS & CONFIDENCE BUILDING

- Personal skills inventory
- Assertiveness/aggressiveness/submissiveness
- Handling challenging situations
- Communicating assertively

### WEBINAR DATES

14th May 2020  
18th June 2020  
16th July 2020

### CV & INTERVIEW SKILLS

- Up to date CV advice
- Promoting transferrable skills
- Tailoring CVs for specific jobs
- Successful interview techniques
- Job search ideas & planning

### WEBINAR DATES

26th March 2020  
1st June 2020  
25th June 2020  
30th July 2020

### INTRODUCTION TO PROJECT MANAGEMENT

- Project lifecycle
- Projects v business as usual
- Measuring project outcomes
- Using Gantt charts
- Risk and Issues
- Project software

### WEBINAR DATES

7th April 2020  
27th April 2020  
12th May 2020  
14th July 2020  
23rd July 2020

All sessions will start at 09.30  
run until approximately 15.00  
and will include breaks

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OR  
for more information  
contact RHG Consult on:

t: 0345 603 9311

or email [info@rhgconsult.co.uk](mailto:info@rhgconsult.co.uk)

[www.rhgconsult.co.uk](http://www.rhgconsult.co.uk)



## JOIN US ONLINE FOR THE FOLLOWING WEBINARS

### MINDFULNESS

- Techniques to reduce stress & anxiety
- Boost your concentration & wellbeing
- Breathing, relaxation & coping mechanisms
- Self realisation to strengthen resilience

### WEBINAR DATES

25th March 2020  
28th April 2020  
26th May 2020  
9th June 2020  
7th July 2020

### PERSONAL PLANNING & ORGANISATIONAL SKILLS

- Organising personal time
- Schedules and milestones
- Planning tasks and actions
- Manage emails
- Personal planning software

### WEBINAR DATES

16th April 2020  
21st May 2020  
3rd June 2020  
2nd July 2020

### START YOUR OWN BUSINESS

- Generating business ideas
- Funding and finance
- Legal entities of business
- Accounts and HMRC
- Marketing, advertising & social media

### WEBINAR DATES

29th April 2020  
27th May 2020  
29th June 2020  
8th July 2020

### WRITING WITH CLARITY

- Communicate effectively in writing
- Grammar refresher
- Apply principles of effective writing
- Reviewing and proof reading text

### WEBINAR DATES

13th May 2020  
4th June 2020

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