

Register your interest for any of the following webinars by clicking here

LEADING TEAMS REMOTELY | 4 x 1 hour sessions 2-3pm

Session 1 - Coaching for managers	2nd March 2022
Session 2 - How to effectively manage teams remotely	9th March 2022
Session 3 - An introduction to functional leadership	16th March 2022
Session 4 - Leading people during a crisis	23rd March 2022

ASSERTIVENESS & CONFIDENCE BUILDING

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

17th March 2022

CV & INTERVIEW SKILLS

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

**10th February 2022
7th April 2022**

INTRODUCTION TO PROJECT MANAGEMENT

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

6th April 2022

MINDFULNESS

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

**3rd February 2022
10th March 2022**

PERSONAL PLANNING & ORGANISATIONAL SKILLS

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

**17th February 2022
14th April 2022**

t: 0345 603 9311
e: info@rhgconsult.co.uk
www.rhgconsult.co.uk



Register your interest for any of the following webinars by clicking here

 **START YOUR OWN BUSINESS**

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

**8th February 2022
22nd March 2022**

 **PRESENTING WITH CONFIDENCE**

- Know what makes a compelling presentation
- Plan a presentation
- Be able to open with impact
- Build skills to deliver a presentation
- Develop confidence to deliver presentations

**22nd February 2022
8th March 2022**

 **WRITING WITH CLARITY**

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

8th March 2022



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