



**Register your interest for any of the following webinars by clicking here or scan the QR code**

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

- |  |                |
|--|----------------|
| Session 1 - Coaching for managers                    | 7th June 2022  |
| Session 2 - How to effectively manage teams remotely | 21st June 2022 |
| Session 3 - An introduction to functional leadership | 5th July 2022  |
| Session 4 - Leading people during a crisis           | 19th July 2022 |

 **ASSERTIVENESS & CONFIDENCE BUILDING**

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

**12th July 2022**

 **CV & INTERVIEW SKILLS**

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

**NEW DATES TBC**

 **INTRODUCTION TO PROJECT MANAGEMENT**

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

**29th July 2022**

 **MINDFULNESS**

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

**21st July 2022**

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### **PERSONAL PLANNING & ORGANISATIONAL SKILLS**

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

**26th July 2022**



### **START YOUR OWN BUSINESS**

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

**7th July 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

**14th July 2022**



### **WRITING WITH CLARITY**

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

**NEW DATES TBC**



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