



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

15th June 2022

INTRODUCTION TO PROJECT MANAGEMENT

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

**7th June 2022
29th July 2022**

MINDFULNESS

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

**14th June 2022
21st July 2022**

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





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PERSONAL PLANNING & ORGANISATIONAL SKILLS

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

**16th June 2022
26th July 2022**

START YOUR OWN BUSINESS

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

**9th June 2022
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

26th July 2022

WRITING WITH CLARITY

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

17th May 2022



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Unless otherwise stated, all sessions will start at 9.30am, run until approximately 3pm and will include breaks