



# TRAINING OVERVIEW

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CATEGORY	TRAINING	IN-HOUSE		
		1/2 Day	1 Day	2 Days
<b>Communications</b>				
	Presentation Skills		✓	✓
	Leadership Presence		✓	✓
	Pitching Skills		✓	✓
	Confidence Building		✓	✓
	Executive Coaching		✓	✓
	Team Leader Training		✓	✓
	Personal Branding		✓	✓
	Dealing with Difficult People		✓	✓
	Organisational Communication Skills		✓	✓
	Effective Communication Skills for Teams	✓	✓	✓
	Listening Noticing and Asking Great Questions	✓	✓	✓
	The Power of Communications Planning			
	The Nature of Communications and Team-work Using TetraMap	✓	✓	
<b>Health and Wellbeing</b>				
	Wellbeing in the Workplace		✓	✓
	Cultural Capabilities In the Workplace		✓	✓
	Maximising Your Happiness Advantage		✓	✓
	Creativity at Work		✓	✓
	Building Resilience for the Tough Times		✓	✓
	Mental Health First Aid		✓	✓
	Tackling Stress and Building Resilience	✓	✓	✓
<b>Management &amp; Leadership</b>				
	BME Leadership Development		✓	✓
	21st Century Time Management	✓	✓	✓
	Building High Performance Teams	✓	✓	✓

CATEGORY	TRAINING	IN-HOUSE		
		1/2 Day	1 Day	2 Days
	Leadership Presence	✓	✓	✓
	Building High Trust Relationships at Work	✓	✓	✓
	Dealing With Uncertainty for Managers	✓	✓	✓
	Dealing With Change	✓	✓	✓
	Dealing with Difficult People	✓	✓	✓
	Building Your Assertiveness	✓	✓	✓
	Understanding Motivation	✓	✓	✓
	Listening Noticing and Asking Great Questions	✓	✓	✓
	Playing to Your Signature Strengths	✓	✓	✓
	Coaching Techniques	✓	✓	✓
	Unconscious Bias in Leadership	✓	✓	✓
<b>Sales</b>				
	Sales Foundations	✓	✓	✓
	The Power of Messages	✓	✓	✓
	How to Build a Vibrant Audience to Sell to	✓	✓	✓
	5 Crucial Elements That Make up an Effective Pitch	✓	✓	✓
	Impactful Presentation Skills		✓	✓
	Negotiation Skills		✓	✓
	Presenting with Impact	✓	✓	✓
	Personal Impact	✓	✓	✓
	Influencing skills	✓	✓	✓
	Selling skills (consultative, face to face)	✓	✓	✓
	Leadership Presence	✓	✓	✓
	1:1 Mindset Coaching (using an integration of NLP and EFT tapping)	✓	✓	✓
	Why Stories are the Powerhouse to Success	✓	✓	✓

CATEGORY	TRAINING	IN-HOUSE		
		1/2 Day	1 Day	2 Days
<b>Safety</b>				
	Health and Safety Training		✓	
	COSHH Risk Assessment Training		✓	
	Manual Handling Training		✓	
	Fire Training		✓	
	First Aid Training at Work		✓	✓
<b>Productivity</b>				
	A Beginners Guide to Excel	✓	✓	✓
	Successful Excel Spreadsheets	✓	✓	✓
	Pivot Tables & Macros in Excel	✓	✓	✓
	Working With Formulas in Excel	✓	✓	✓
	Increase Your Productivity Using Outlook	✓	✓	
	Minute Taking		✓	
<b>Financial Services</b>				
	Market Abuse	✓	✓	
	Presentation for Impact in Financial Services	✓	✓	
	Understanding Structured Products	✓	✓	
	UCITS Update	✓	✓	
	Taxation CPD Update	✓	✓	
	Preventing, Detecting and Investigating Financial Crime	✓	✓	
	Increasing Pension Awareness and Business Opportunities	✓	✓	
	SIF Roles - Your Senior Management Responsibilities	✓	✓	
	Offshore Bonds	✓	✓	
	Self Invested Personal Pensions and Small Shelf Administered Schemes	✓	✓	

CATEGORY	TRAINING	IN-HOUSE		
		1/2 Day	1 Day	2 Days
	Presentation for Impact in financial Services	✓	✓	
	Regulation and Compliance - The Fundamentals	✓	✓	
<b>CSR</b>				
<b>Trustee Training</b>	Becoming a Trustee	✓	✓	
	An Introduction to Community Fundraising	✓	✓	
	Corporate Fundraising - Understanding Corporate Values and Synergy	✓	✓	
	Corporate Fundraising - Prospecting for Partnerships	✓	✓	
	Fundraising Audit	✓	✓	
	Fundraising Strategy	✓	✓	
	Developing Diverse Income Streams	✓	✓	
	Networking	✓	✓	
	Budgeting for a Fundraising Strategy	✓	✓	
	Monitoring Income	✓	✓	
<b>Volunteer Management</b>	Managing Virtual Volunteers	✓	✓	✓
	Building High Quality Relationships at Work	✓	✓	✓
	21st Century Time Management	✓	✓	✓
	Dealing with Difficult People	✓	✓	✓
	Building Your Assertiveness	✓	✓	✓