



# TRAINING OVERVIEW

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📶 [www.inspiremotivateandengage.com](http://www.inspiremotivateandengage.com)  
✉ [ime@inspiremotivateandengage.org](mailto:ime@inspiremotivateandengage.org)  
☎ 020 3124 1005  
📘 <https://www.facebook.com/IMEorg/>

| CATEGORY                           | TRAINING  | IN-HOUSE |       |        | ONLINE WEBINAR COURSE |
|------------------------------------|---|----------|-------|--------|-----------------------|
|                                    |   | 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                           | ✓        | ✓     | ✓      | ✓                     |

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|              | 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                                | ✓        | ✓     | ✓      | ✓                     |
|              | 1:1 Mindset Coaching (using an integration of NLP and EFT tapping) |          |       |        |                       |
|              | 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                          | ✓        | ✓     | ✓      | ✓                     |

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|---------------------------|--|----------|-------|--------|-----------------------|
|                           |  | 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 Managent Responsibilities                    | ✓        | ✓     |        |                       |
|                           | Offshore Bonds   | ✓        | ✓     |        |                       |
|                           | Self Invested Personal Pensions and Small Shelf Administered Schemes | ✓        | ✓     |        |                       |

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|                               | 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                           | ✓        | ✓     |        | ✓                     |
|                               | An Introduction to Corporate 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  | ✓        | ✓     | ✓      | ✓                     |
| <b>Advocacy and Influence</b> | Defining Your Advocacy Message                                     |          |       |        | ✓                     |
|                               | Building Influence and Momentum for Your Advocacy Issue            |          |       |        | ✓                     |