



# 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	ONLINE WEBINAR COURSE
<b>Communications</b>		
	Presentation Skills	✓
	Pitching Skills	✓
	Confidence Building	✓
	Personal Branding	✓
	Dealing with Difficult People	✓
	Organisational Communication Skills	✓
	Listening Noticing and Asking Great Questions	✓
	The Power of Communications Planning	✓
<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	✓
	First Aid at Work	✓
	Mental Health First Aid	✓
	Tackling Stress and Building Resilience	✓
<b>Management &amp; Leadership</b>		
	21st Century Time Management	✓
	Building High Performance Teams	✓
	Building High Trust Relationships at Work	✓
	Dealing With Uncertainty for Managers	✓
	Dealing With Change	✓
	Dealing with Difficult People	✓
	Building Your Assertiveness	✓
	Understanding Motivation	✓

CATEGORY	TRAINING	ONLINE WEBINAR COURSE
	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	✓
	1:1 Mindset Coaching (using an integration of NLP and EFT tapping)	✓
	Why Stories are the Powerhouse to Success	✓
<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	✓
<b>CSR</b>		
<b>Trustee Training</b>	Becoming a Trustee	✓
	An Introduction to Community Fundraising	✓
	An Introduction to Corporate Fundraising	✓