

Business Essentials

Learn new business skills that will improve your performance, enhance your reputation and help develop your career.

What Is The Course About?

This course will provide you with the practical techniques for becoming more effective at work and will enhance your professional reputation. It is for everyone who would like to advance their careers through an increased knowledge of the basic building blocks of business.

By the end of this course, you will be able to:

- Understand how businesses operate
 - Create a positive impression
 - Develop a professional reputation
 - Work effectively with other people
 - Learn how to make good decisions
 - Develop effective problem solving techniques
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The Trainer

Beverlie Wilkinson

Beverlie is an independent consultant providing learning and development solutions to individuals and organisations. Her previous role was as an in-house consultant and trainer working in Management and Personal Development for the Walt Disney Company Ltd.

Her delivery style ranges from highly facilitative for 1:1 coaching, to interactive team building/workshops and a presentation style for induction programmes. Design and implementation of bespoke programmes has always put her creativity and innovative ideas to their best advantage.

An important aspect of her work is constantly updating her own learning and development, therefore in 2002 she became accredited in Myers Briggs Type Indicator.

Three years generalist HR experience prior to the last four years in learning and development have given her the CIPD qualification and an excellent foundation in Management Development.

Course Fee: £1,095 +vat

If you book on the course more than 9 weeks in advance, a 10% discount will be applied.

Location: The Regency Hotel, 100 Queens Gate, South Kensington, London, SW7 5AG

For more information about this or any of our other courses or services, please call us on +44 (0)118 975 4512 or visit our website www.rostrumtrainingsolutions.com

Programme

Business Essentials

Introduction & Objectives

Business Terminology and Meanings

Individual Or Team?

- The difference between working as an individual or working as a team
- Identifying the four stages of team development and what makes a high performance team

Understanding Yourself as an Individual

- Using questionnaires to analyse and understand ourselves
- How do we take in information?
- How do we make decisions?
- How do we organise our lives?

An Introduction to Image and First Impressions

Motivation

- What is motivation?
- The 11 key career drivers
- What motivates you?
- How to keep motivated

An Insight into Cross Cultural Awareness

- Practical guidelines in understanding culture and the importance of adapting your style

Developing Accelerated Memory Techniques

- Understand how your memory works
- Focus your thinking and improve your effectiveness through memory power
- Process new information quickly

Effective Problem Solving

- How to make effective decisions even under pressure
- Increasing your work contribution through thinking in a different way
- Understand the causes of the problems
- Inventory of top secretarial/PA problems

Identifying Your Skills, Qualities, Values and Goals

- Produce your own unique "life grid" which will help unleash your potential to achieve both your work and life plans