

- Facilitation and Leadership Coaching
- Organisation Change and People Development
- Design and Delivery of Training
- Facilitation and Leadership Coaching

Training Courses Offered by Neish Consultancy...

◇ **Presentation Skills**

In a workshop environment you will plan, prepare, practice and deliver a number of presentations. With trainer feedback, peer feedback and personal reflection you will learn how to use new tricks and increase confidence to enhance your delivery and engage audiences. Throughout the programme, you will be able to use your own presentations as examples.

◇ **Time Management**

This practical workshop focuses on improved management of time and priorities. You will learn tools, tips and techniques which challenge your approach to your workload and help you regain control. It shows you how effective prioritisation and management of time can make a difference to your work/life balance.

◇ **Communication Skills**

For Leaders, Managers and Professionals who want to improve their communication skills at work to ensure they deliver results. This workshop provides the opportunity to think about and recognise your preferred communication style and how this can be adapted when communicating with others who may have different preferred communication styles. By using tools and techniques delegates are able to think about the perceptions they are creating while communicating face to face, by telephone or by email and how they may be filtering information they are receiving.

“A fantastic course with a great deal of hands on involvement”

◇ **Influencing Skills**

A workshop for those who are required to influence individual managers and professionals, as well as teams and other departments. This highly interactive course will enable you to learn about and develop your primary influencing style to enable you to communicate confidently and professionally.

◇ **Career Development Workshops**

Leaders, Managers and Professionals often know that they want to progress in their career but are unable to identify what career means to them and what steps they need to take to progress it. This course give delegates the time, tools and knowledge to move their career forward in the way that is right for them.

◇ **Personal Impact**

This workshop takes a look at personal impact you are making in your daily life and provides the space to assess and reflect on your own style and the impression you create. Using tools and feedback from others you will identify ways to increase this impact where necessary.

◇ **Introduction to Project Management**

The workshop will simplify the principles of project management and provide practical tools and techniques to enable delegates to achieve the best possible results. It will provide the confidence to apply the main principles of project management in everyday situations and ensure that key stakeholders are identified and effective communication plans are in place.

◇ **Train the Trainer**

This workshop will provide delegates with the skills required to carry out one to one or small group training in the workplace. This builds confidence and gives easy steps to design and deliver training.

◇ **Appraisal Skills / Performance Management**

Performance management contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance. this course gives managers and leaders the skills, tools and confidence to carry out performance management in an effective and professional way.

◇ **Self-Awareness for Successful Leaders**

Using tools such as Myers Briggs Type Indicator (MBTI), Belbin and Johari window, Leaders and Managers gain knowledge of their own preferred ways of working. They also gain knowledge of how and when to adjust their style for the best possible outcome.

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◇ **Understanding Your Strengths**

Using Belbin and MBTI questionnaires and materials to help highlight working styles and preferences and how this information may prove useful. With opportunities to discuss the outcomes and your thoughts.

◇ **Customer Care Training**

We often have different ideas about what constitutes good Customer Care. This course provides the platform to explore what is meant by good Customer Care and Customer Service. It also ensures that the Customer feels they have received great service every time by practicing new tools and techniques.

◇ **Coaching**

Coaching is a skill that we can use in all walks of life including our working life and is a valuable tool to support others in their growth and development. This course provides the tools, techniques and confidence to be a great coach.

◇ **Speaking with Confidence**

This course helps you define the methods of planning and preparing, know how to portray personal impact and how to channel nervous energy. Achieve expected outcomes, engage audiences and create action plans.

◇ **Making Meetings Work**

We all have to attend meetings in the course of our working lives. This course provides the tools; techniques and confidence that help you ensure they are run professionally with successful outcomes.

◇ **Assertiveness Training**

Sometimes we find ourselves feeling out of our comfort zone which causes us to behave differently. This course gives people the tools and techniques to remain consistently assertive and helps them recognise when they are being passive or aggressive.

◇ **Mentoring Skills**

Leaders, Managers and Professionals are often asked to help others develop their career by being their Mentor. This course explores the role of the Mentor as well as tools and techniques to help delegates carry out the Mentor role effectively.

"Really enjoyed the training.
 Best course I have been on.
 Kept us all focused and I
 learnt a lot"

◇ **Managing Difficult People**

Often we perceive that dealing with people will be difficult. On this one day programme we explore what why this is the case and provide tools and techniques to change our thinking and improve communication.

◇ **Managing Change**

This course explores how Change happens and offers tools and techniques to support delegates create and lead change.

◇ **Planning and Prioritising**

This practical workshop focuses on improved management of plans and priorities. You will learn tools, tips and techniques which challenge your approach to your workload and help you regain control. It shows you how effective prioritisation and management of time can make a difference to your work/life balance.

◇ **Developing Managers Programme**

This course will be bespoke to your developing leaders and organisation. It will vary in length from 3 months to 2 years and may include training and coaching.

...and any other bespoke training solution the customer requires.

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