



## Power Hour Bite-Size Training Topics

*Correct as March 2019*

Ready to use training materials for short training sessions, ranging from 1 hour to half a day.

### **Choose from:**

- Advanced Communication Skills
- Assert Yourself
- Build a High Performing Team
- Build Effective Working Relationships
- Build Resilience
- Career Development Planning
- Close the Sale
- Coach People
- Communicate (Face to Face)
- Communicate (on the Telephone)
- Conduct an Appraisal
- Credible Leadership
- Customer Service
- Decision Making
- Delegate!
- Deliver on-the-job Training
- Empowering Leadership
- Flexible Leadership
- Give Effective Feedback
- Handle Complaints
- Handle Difficult People
- Handle Resistance to Change
- Influence People
- Introduction to Emotional Intelligence
- Lead from a Distance
- Leading Different Characters
- Make a Presentation
- Make Recommendations



- Manage Conflict
- Manage Stress
- Manage the Impact of Change
- Manage Transition in VUCA Environments
- Manage Under-Performance
- Motivate and Engage People
- Negotiate!
- Overcome Objections
- Persuasive Presentations
- Plan Your Time
- Practical Team Building
- Prepare a Presentation
- Prepare for an Appraisal
- Problem Solving
- Qualify Customers
- Run Effective Meetings
- Selection Interviewing
- Set Meaningful Goals and Objectives
- Starting to Lead
- The Management Cycle (Introduction to Management)

***All available for instant download in either PDF or fully editable formats***

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