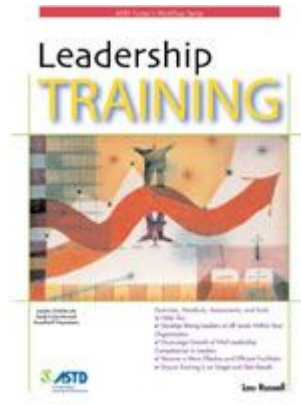


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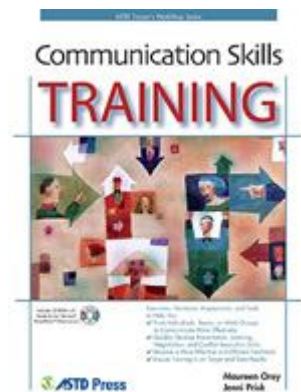
Delivered as part of the ASTD TRAINER'S WORKSHOP series we offer a ½-day, one-day and two-day workshop formats.



Leadership Training Workshop

Deliver robust leadership training programmes to create strong organizational leadership and assess individual leadership potential.

With this *Leadership Training*, you can conduct effective training for leaders at every level of your organization. Assess individual leadership potential, address leadership strengths and weaknesses, and help learners hone the 10 essential competencies of leaders.



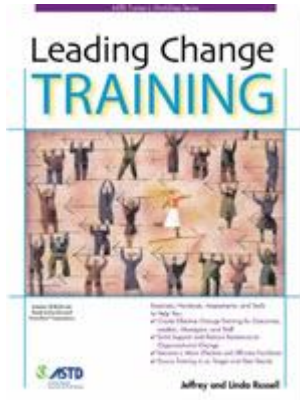
Communications Skills Training

This comprehensive training programme is aimed at improving interpersonal relationships, teaching negotiation skills, resolving conflict, and strengthening assertiveness.

Communication Skills Training provides complete communication skills training in one comprehensive workshop. Use this workshop to enhance individual interpersonal communication abilities while improving communication and collaboration throughout your organization.

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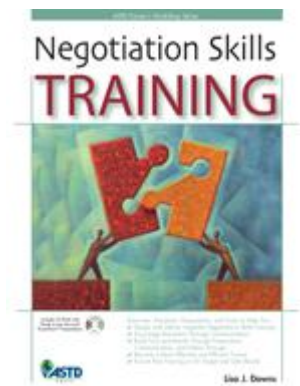
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Leading Change Training

Empower others to initiate change and facilitate organizational growth by providing tools for confident, effective change management.

Leading change involves more than simply reducing resistance, but creating an awareness of the challenges and responsibilities faced as the initiative moves forward. Integrate the detailed change leadership models into training that promotes initiative and enables advancement.



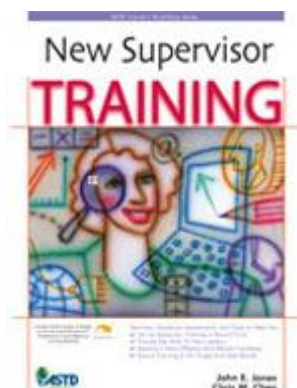
Negotiation Skills Training

Boost trainee confidence and grow expert negotiators with this step-by-step programme.

Anyone can learn how to negotiate with proper training. *Negotiation Skills Training* offers a unique five-step process and practical exercises to help learner's present clear and convincing arguments to develop and improve the vital skill of negotiation.

Russell Associates Workshop Series

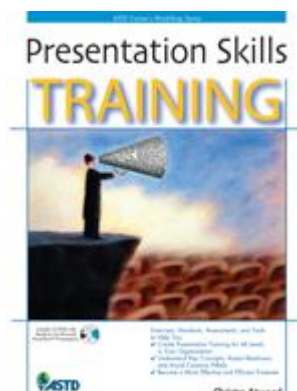
Delivered as part of the [ASTD TRAINER'S WORKSHOP](#) series we offer a ½-day, one-day and two-day workshop formats



New Supervisor Training

Develop critical management competencies with quick, comprehensive training for new, frontline managers.

New Supervisor Training will enable up-and-coming supervisors make the transition from individual contributor to leader.



Presentation Skills Training

Give the gift of flawless presentation with presentation skills training designed for all.

Effective presentations are a core business competency; yet many managers, team leaders, and other key organizational decision makers lack these skills. *Presentation Skills Training* will transform individuals from all levels of your organization into expert presenters.

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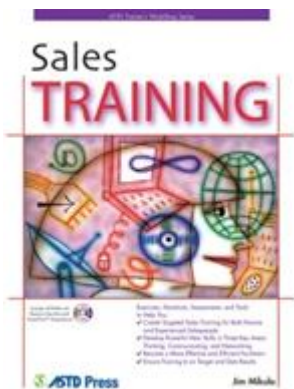
Delivered as part of the ASTD TRAINER'S WORKSHOP series we offer a ½-day, one-day and two-day workshop formats



Manager Skills Training

Hone the basic management skills of your up-and-coming leaders before they are placed in high-pressure management positions.

Manager Skills Training will help you identify potential managers and expand upon their current skills to be more effective leaders. This title addresses basic leadership skills, coaching, motivation techniques, performance appraisals, effective presentation, meeting delivery, and much more.



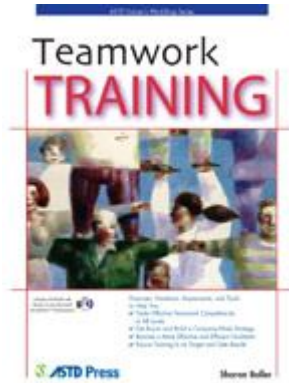
Sales Training

This dynamic sales training programme is for an aggressive, efficient sales force that gets results.

Sales Training focuses on three key skills that all sales professionals must have—thinking, communicating and networking.

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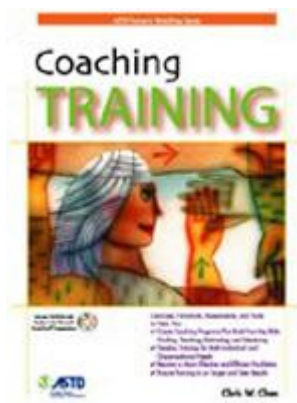
Delivered as part of the ASTD TRAINER'S WORKSHOP series we offer a ½-day, one-day and two-day workshop formats



Teamwork Training

Build successful work teams that live up to their full potential by interacting well, producing fresh ideas, and solving conflict efficiently.

Teamwork is an essential element of business, yet many teams fail to work well together. *Teamwork Training* will enable you to improve collaboration and build balanced, efficient and productive work teams



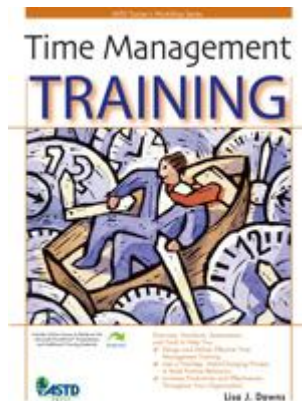
Coaching Training

Provide dynamic coaching training to enhance key coaching skills—guiding, teaching, motivating, and mentoring—within your organization.

Coaching Training defines the coaching role and emphasizes a wide range of activities that fall under the coaching umbrella. Prepare attendees for one-on-one coaching situations with a practical coaching model that makes training coaches easy and rewarding

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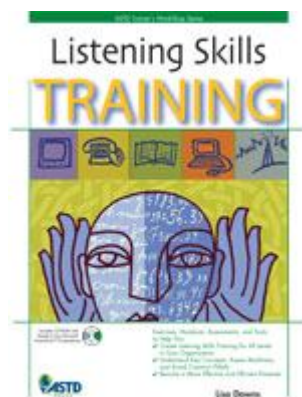
Delivered as part of the ASTD TRAINER'S WORKSHOP series we offer a ½-day, one-day and two-day workshop formats



Time Management Training

Defines the elements of effective time management and provides a blueprint for improving organizational skills and increasing productivity.

Time Management Training reveals how to help others develop strategies for increased productivity and effectiveness. Workshops cover scheduling, delegating, procrastinating, managing distractions, over committing, managing email, and completing paperwork

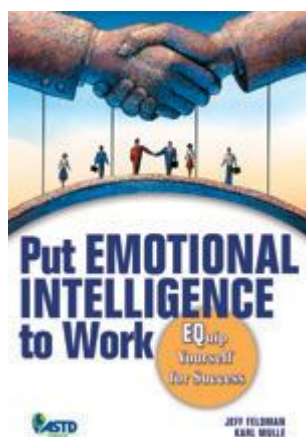


Listening Skills Training

This workshop unlocks the secret to good communication.

Listening Skills Training details the elements of effective listening and provides structured workshops tailored to your organization's communications needs. Increase learner awareness, attentiveness and empathizing capacity, and facilitate better communication throughout your entire organization.

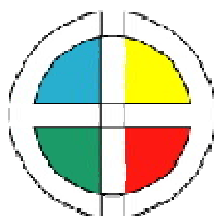
Russell Associates Workshop Series



Put Emotional Intelligence to Work: Equip Yourself for Success

Details the importance of emotional intelligence and uncovers the direct link between emotional awareness and professional growth.

Put Emotional Intelligence to Work provides a background on the concept of emotional intelligence—the awareness and ability to manage one's emotions in a healthy and productive manner. This workshop features tips for achieving peak performance, cognitive and behavioural strategies for emotional self-management and instructions for changing long-entrenched patterns of behaviours. An action planning model provides a blueprint for individual and group implementation of these powerful, life-changing principles



HBDI™ Certified
Hermann Brain Dominance Instrument™

Whole Brain Thinking Workshop

The workshop uses the HBDI™ -the world's leading thinking preferences assessment tool that identifies your instinctive approach to thought: Emotional, Analytical, Structural or Strategic. You will receive a full colour profile that allows you to see clearly your unique thinking preferences. Learn how to do business in a whole brained world.

- Sell yourself or your ideas in a whole brained way
- Lead teams in a whole brained way
- Explore customer service in a whole brained way
- Problem solve in a whole brained way
- Communicate with others in a whole brained way
- Answer interview questions in a whole brained way
- Manage change in a whole brained way

Russell Associates Workshop Series



Managing Conflict

This is a popular course that teaches impulse control and communication strategies, using the martial art of Aikido as a metaphor.

Fun and interactive the course is available as a ½ day, 1 day or 2 day programme.



Assertiveness Skills

Learn what to say when under stress.

Develop your confidence, emotional self control and communication strategies to help you achieve the outcomes you desire.



Other workshops include

- Responding effectively at interview: Answer questions effortlessly.
- Realise your Potential: Short workshops on achieving success
- Appraisal skills: Feedback and system design
- Counselling skills for managers
- Using Neuro Linguistic Programming at work
- Stress management
- The Resilient Leader