SUCCESSFUL LEARNING SOLUTIONS

MANAGER OF SELF COURSE OVERVIEWS:

SUCCESSFUL
LEARNING SOLUTIONS
We are your solution

Contents

ABOUT THE TRAINING PROVIDER

At Successful Learning Solutions (Ltd) we have a proven track record of achieving results for our clients in the field of Learning and Development. But most of all, we have a love and passion for enabling growth and success by creating a desire in our learners to enhance their knowledge, skills, talents and abilities.

As a young child takes opportunities every day to learn, grow and develop their knowledge, skills and talents - we believe this passion for learning should never stop! And with us, it never does!

Based in Edinburgh, United Kingdom - with Teams in 3 different countries, Successful Learning Solutions continues to offer proven and effective Learning Solutions on an international basis.

Here are some examples of how we support learning:

Universities and Colleges	Other Training Providers	Private Businesses and Corporates	General Public

1. **Universities** and **Colleges** use us to design and deliver skills training on an **Associate** basis.
2. Other **Training Providers** contact us when they require experienced Trainers to support them on an **Associate** basis and to deliver Apprenticeship training.
3. **Corporates** and **businesses** contact us to increase skills development within their organisation.
4. The **general public** enroll on our training courses via our online store, or through REED.

We offer face-to-face and live tutor-led virtual training covering the following areas:

- ✓ Management Development
- ✓ Customer Service
- ✓ Personal & Team Development and Effectiveness
- ✓ Personal Well-being
- ✓ Communication Skills
- ✓ English support for Employability
- ✓ IT Skills
- ✓ Data Analytics.

Please view our website for further details: www.SuccessfulLearningSolutions.co.uk

TRAINING DEVELOPMENT & DELIVERY

Our courses are high impact and bespoke to the needs of our clients. We skillfully adapt the delivery of our courses to the needs of our client and learner profile. We like to keep learning fun and always create a safe environment conducive to adult learning.

Although our courses vary in length, modules can be delivered across half-day sessions – if preferred. This allows for learners to minimize time out of office and allows larger clients to book more than 1 cohort for the day - where it makes sense to do so.

Suggested timings of sessions are:

- **AM Only**: 09h30 to 12h30 (this includes a 15min tea-break)
- **PM Only:** 13h00 to 16h00 (this includes a 15min tea-break)
- **Full day:** 09h30 to 16h00 (this includes two 15min tea-breaks and 45min lunch)

Evening and Saturday classes can also be accommodated – if required.

It is recommended that learners attending a PM Only session have a full lunch break prior to their attending the session.

Class delivery takes place predominantly through a variety of the following medium, methods and activity types – irrespective of whether F2F or Virtual learning is scheduled:

- ➢ Lecture and active conversations
- ➢ Video clips
- ➢ Group work (f2f and virtual)
- ➢ Research & interviews
- ➢ Role-plays
- ➢ Homework assignments
- ➢ Self and formal reflection and assessments.

Skillful facilitation techniques focus on fun, practical and relevant activities which drive meaningful and team-centered conversations and learning within a safe learning environment. This accommodates various learning styles, preferences and abilities while at the same time increasing both memory retention, confidence and practical skills.

Although meaningful and sometimes direct conversation may be had, learners are always encouraged to feel relaxed to share their own life experience and learnings where relevant – without fear of feeling victimized. A relaxed environment is important to facilitate new learning.

TRAINING RESOURCES

The following would need to be provided for and arranged by Clients for any F2F **on-site** training (Covid-related guidelines would apply, if applicable):

- **Venue**: A room large enough to facilitate team activities and group work. Desks may need to be rearranged to create an open space for activities.
- **Projector or TV** with connection for a laptop.
- **Internet / wifi**: Please confirm if this will be available for use.
- **Flipcharts / Flipchart paper and whiteboards**: These will be used for team activities.
- **Catering**: Tea / Coffee and great nibbles goes a long way to put a smile on learner's faces!

For **virtual** sessions, a stable internet connection and quiet learning area would be required by learners. Sessions can be accessed via a Zoom or Teams link at home via their laptop / mobile device or tablet.

Note: It is generally accepted that Zoom provides a superior end-user learner experience, is easier to set up – and much easier to train with.

PRICING OF OUR SERVICES AND COURSES

COLLEGES, UNIVERSITIES AND OTHER TRAINING PROVIDERS

If you are a **College, University or another Training Provider** using our services, we will negotiate with you a flat rate for training / development on your behalf, as Associate Training Consultants.

This rate remains the same, irrespective of Training Consultant or course selected **(except tor premium-priced courses).**

Note, we are VAT registered, and charge VAT (20%) on all our products and services.

Premium Pricing

A limited selection of our courses / programmes is subject to a **Premium Price Adjustment**.

The adjustment is to cover any licensing costs, and other related costs associated with developing and delivering a specialist premium course or programme.

Premium courses / programmes are indicated as follows:

The adjustment is equal to an **additional 30%** of the total cost for the training.

PRIVATE COMPANIES / CORPORATES AND MEMBERS OF THE PUBLIC

If you are a **Private Company / Corporate** or **member of the Public** looking for training, our **individual** course prices are listed on our online store, and on REED.

Please note, these are for individual courses being bought. If you are looking for training of **more than 3 individuals**, then please contact us for hugely **discounted** offers!

Note, we are VAT registered, and charge VAT (20%) on all our products and services.

ATTEND OUR ACCELERATED LEARNING PROGRAMMES

Our fast-track learning programmes are intensive, high energy training sessions designed to prepare and energise an individual to fulfil a particular role or function to the best of their ability.

Unlike stand-alone courses, programmes capitalise on the learning synergy created through a targeted approach to learning, over time. Attending an aligned, progressive class, with the same Training Consultant, and the same fellow-learners over time allows for the creation of wholistic, fast-paced learning.

Please review our programmes below, and identify which ones you can use to fast-track learning within your organisation or team. The details of each programme can be found within the relevant section of this catalogue – or just click on the title below:

Programme Name	Duration	Target Audience
Business English for Employability	Minimum of 4.5 days, spread over 90 minute sessions	Those who speak English tp an intermediate / advanced level, yet find their command of the English language is forming a barrier to employment, learning or promotion.
Customer Service Excellence, Brand Ambassador	8 half-days	This programme is designed for those new into both the job-market, and into a customer service role. It will in a very direct and effective way help new ones become skilled, passionate and resilient in their new role. It will also help new ones quickly develop and sharpen their skills to a point where a customer would never notice that they are new to the role.
I Want to Become a Training Consultant	5 days	Those currently new to designing or delivering training and are wanting a comprehensive grounding in the field of Learning & Development.
Fast-Track Development to Management	8 half-days	This 8-week programme (8 half-days) is designed to help fast-track those who are not yet managers, but who are actively pursuing and aspiring a career in management.
Managers – Keeping your Saw and Skills Sharp	16 half-days	All managers and leaders, Team-leaders and supervisors. The only way you can manage effectively is by continually keeping YOUR saw and YOUR skills sharp. In an ambiguous era, future-fit leaders need to balance and embrace competing demands. This 16-week programme (16-half-days) is designed to keep you thinking, developing and growing as a manager. More than that, it will ensure that you bring your team with you in your development; that they too benefit from this programme. The result: A sharper, more pro-active and resilient YOU – and a team that thrives on change and a high-performance culture.

Programme Name	Duration	Target Audience
Ms Word: From Beginner to Advanced	4 days	Anyone whose role requires them to create, edit and process documents and who wants to use the modern features and AI within MS Word while integrating their learning with the skills of research and business report-writing. These new learnings when combined will ensure a learner is comprehensively adept to fulfil any position requiring these business-critical skills.
Using and Presenting with PowerPoint: From Beginner to Advanced	4 days	Anyone whose role requires them to present information. This integrated wholistic approach to PowerPoint will ensure you are noticed not only for your advanced use of PowerPoint – but also your eloquent delivery of your intended message.
Excel: From Beginner to Expert User	3.5 days	Anyone whose role requires them to work with data. This programme will fast-track your Excel knowledge, skills, and competence from a beginner to an expert level. It will give you the confidence to challenge process and procedure in the workplace; to increase productivity through automation and to stand-out in analysing and presenting data.
Excel: From Intermediate to Super-User	5 days	Anyone whose role requires them to work with large data using Excel past an advanced level. Starting at an advanced level, it will take deep-dives into various aspects of Excel to create, automate and proficiently analyse, revise and synergise many business processes and functions – including large data. This is also a natural progression from the 3.5-day 'Excel: From Beginner to Expert User – Programme'.
Data Analytics	6 days	Anyone who analyses large data, including data scientists, business analysts, researchers, and students.
Master Artificial Intelligence for Productivity	3 days	Artists, writers, bloggers, game developers, graphics designers and anyone who wants to learn more about AI tools.
AUTOCAD: From Beginner to Advanced User	8 days	Architecture, engineering, and construction businesses of any size looking to use CAD to help improve their drafting, design quality and lead times. Individuals who would like to learn the software and become Freelance Designers
Autodesk Inventor	7 days	Manufacturing & design businesses of any size looking to improve their products, production quality & lead times. Individuals who would like to learn the software and become Freelance Designers

COURSE OVERVIEWS

MANAGER OF SELF: PERSONAL DEVELOPMENT AND EFFECTIVENESS

MANAGING MY TIME (1-DAY)

Attending this workshop will help you to

- Identify and reduce time wasters
- Improve your self-managing techniques
- Confidently plan, prioritise, schedule and organise to achieve your objectives
- Set and achieve realistic short and long-term goals
- Achieve more in your working day
- Gain more balance in your work and personal life
- Reduce stress from lack of time management.

ADAPTABILITY (1-DAY)

About this course:

Your adaptability shows how well you can embrace change and adjust to it.

Companies and work environments constantly change: new team members come in, old ones leave, companies get bought or sold, new systems and processes are implemented, and so on.

So, you need to be able to adapt to different situations at your workplace.

Target Audience:

- Managers
- HR Consultants
- Those working in high stress areas
- Anyone from a small, medium or large organisation

Attending this course will help you to:

- Conduct a self-management assessment
- Manage yourself with optimism
- Exercise calmness when under stress
- Analyse criteria and situations requiring adaptability
- Self-motivate.

Prerequisites for attending:

No prior knowledge required

CREATIVITY (HALF-DAY)

About this course:

We're used to linking creativity with fields like art, or design, but creativity is a broad term that involves several sub-skills from questioning to experimenting. As such, any professional can make just as much use of creative skills as artists.

Target Audience:

- Anyone looking to improve the experience of their customer
- Anyone with an interest in driving a strong customer focus within their organisation
- Anyone looking to develop their organisation into an environment that customers want to interact with and develop loyalty to
- Managers
- HR Consultants

Attending this course will help you to:

- Recognize the inherent creativity in yourself and others
- Identify characteristics of a creative person that relate to yourself
- Develop creative problem-solving skills using the basic elements of the creative process
- Examine qualities of a creative environment in real world settings
- Evaluate an idea using the creative product criteria.

Prerequisites for attending:

No pre course work needed.

PREPARING FOR A PRESENTATION (1-DAY)

Attending this workshop will help you to

- Know what to include (and avoid) and how to simplify your presentation
- Understand tools available for you to use and include
- Uncover the secrets and techniques used by great presenters
- Identify your presentation style
- Identify gaps in your style to becoming a great presenter
- Practice various presentation scenarios and techniques
- Become confident in making great presentations.

6 HABITS OF HAPPY & SUCCESSFUL EMPLOYEES (1-DAY)

Attending this workshop will help you to:

- Reconcile how success is often measured:
  - ✓ in society
  - ✓ personally
- Implement 6 daily life habits to make you happier as a person
- Implement 6 work habits to make you a more successful employee
- Recognise 6 characteristics that employers are looking for in their employees
- Create an action plan to incorporate 6 of the above into your life going forward.

FOCUSING AND DEVELOPING YOUR STRENGTHS (1-DAY)

Attending this workshop will help you to:

- Understand why you should focus on your strengths – and not (just) your weaknesses
- Use 5 ways to identify your strengths
- Analyse ways to develop and grow your strengths
- Create an action plan to develop 3 strengths in the next 6 months.

FOCUSING AND DEVELOPING YOUR WEAKNESSES (1-DAY)

Attending this workshop will help you to:

- Understand the benefits of focusing on the development of your weaknesses
- Understand your focus area in relation to your whole being
- Use 5 ways to identify your weaknesses
- Analyse ways to develop and grow your weaknesses
- Create an action plan to develop 3 weaknesses in the next 6 months.

PRACTICE SELF DISCIPLINE (HALF-DAY)

Attending this workshop will help you to:

- Learn about self-control
- Optimise your mindset
- Apply techniques to develop self-discipline
- Avoid temptations
- Use self-discipline to achieve long term goals.

RAISING MY PROFILE AT WORK (HALF-DAY)

Attending this workshop will help you to:

- Understand the benefits of raising your profile at work – and the potential pitfalls
- Implement 7 impactful ways to help you do so effectively
- Implement 3 small things you can do differently to help reach your goal
- Create an action plan to implement these steps in the next 2-3 months.

EMPATHY IN THE WORKPLACE (HALF-DAY)

Attending this workshop will help you to:

- Understand why empathy in the workplace matters
- Define what this concept means, practically
- Clearly identify 3 kinds of empathy
- Learn 4 ways leaders can show empathy within their teams
- Practice showing empathy in various scenarios.

PROVIDING FEEDBACK TO OTHERS (HALF-DAY)

Attending this workshop will help you to:

- Understand various kinds of feedback – and when to / not to use them
- Assess the effectiveness of various feedback methodologies
- Use feedback to strengthen relationships
- Practice providing various feedback techniques for varying scenarios.

EMOTIONAL INTELLIGENCE - UNDERSTANDING MYSELF AND OTHERS! (1-DAY)

Attending this workshop will help you to

- Increase the awareness that you have of emotions
- Increase your own awareness of your 'triggers' and how to implement a strategy to prevent yourself from reacting to them
- Learn to control your own behaviour around others
- Build more impactful relationships with people.

HOW CAN I BE MORE CONFIDENT? (1-DAY)

Attending this workshop will help you to

- ⚪ Build confidence through your existing strengths and skills
- ⚪ Learn how others are building confidence where needed
- ⚪ Identify practical situations where you will likely need more confidence in your life
- ⚪ Introduce practical techniques to build confidence in these areas
- ⚪ Practice these new techniques in building your confidence
- ⚪ Develop a personal and practical action plan to continue your growth in confidence.

ADJUSTING FROM TRADITIONAL TO ONLINE VIRTUAL LEARNING: AS A LEARNER (HALF-DAY)

Attending this workshop will help you to

- ⚪ Know what to expect when attending online virtual training
- ⚪ Understand the basics of using zoom as a tool
- ⚪ Identify practical things you need to do to get the best out of your training
- ⚪ Become confident in learning through an online virtual medium of training.

EMPLOYABILITY SKILLS: PICKING MYSELF UP (2-DAYS)

Attending this 2 day workshop will help you to:

- ⚪ Build resilience and confidence to changing circumstances
- ⚪ Identify career goals, personal strengths, areas for growth, and skills
- ⚪ Write an effective cv
- ⚪ Write a personal statement
- ⚪ Prepare for behaviour-based interviews
- ⚪ Boost your confidence and effectiveness at interviews
- ⚪ Develop a personal development plan.

PROFESSIONAL IN THE OFFICE (HALF-DAY)

Attending this workshop will help you to:

- Understand the basics of professionalism in the workplace
- Know how to enhance a professional image
- Communicate for results
- Build effective relationships and networks.

PREPARING FOR A JOB INTERVIEW (1-DAY)

Attending this workshop will help you to:

- Become confident when walking in to an interview
- Know what to expect at an interview and during the interview process
- Know what is expected of you before, during and after the interview
- Prepare for possible questions, linking your cv and experience to the job applied for
- Use multiple techniques to answer interview questions
- Practice various interview scenarios.

BEING MORE PRODUCTIVE AT WORK (HALF-DAY)

Attending this workshop will help you to:

- Implement prioritisation techniques
- Improve your time management skills
- Practice practical delegation skills
- Overcome the snare of procrastination.

HOW CAN I MAKE BETTER DECISIONS? (1-DAY)

Attending this workshop will help you to:

- Learn principles of making balanced decisions
- Review key techniques others use to make good decisions
- Identify your current decision-making style
- Review and learn from recent decisions you have made (the good and the not so good!)
- Practice making balanced decisions through various scenarios
- Develop a personal action plan to guide your decision-making into the future.

THE IMPORTANCE OF CRITICAL THINKING (HALF-DAY)

Attending this workshop will help you to:

- Understand what critical thinking is
- Identify techniques to improve your critical thinking abilities, at work and in your personal life
- Use critical thinking to solve problems at work
- Use critical thinking to make decisions.

BRAINSTORMING: SEVEN DIFFERENT APPROACHES TO INCREASE YOUR EFFECTIVENESS (HALF-DAY)

Attending this workshop will help you to:

- Understand various brainstorming techniques, and why use them
- Maximise the impact of the following 7 brainstorming techniques:
  - ✓ individual vs group
  - ✓ the stepladder
  - ✓ brainwriting
  - ✓ Crawford's slip writing
  - ✓ reverse brainstorming
  - ✓ role-storming
  - ✓ round-robin brainstorming.

USING MIND-MAPS EFFECTIVELY (HALF-DAY)

Attending this workshop will help you to:

- Understand various ways you can use mind maps
- Understand the advantages / benefits of using mind maps
- Apply mind mapping rules when creating your mind map
- Draw an effective mind map
- Research mind mapping software available.

INTRODUCTION TO ROOT CAUSE ANALYSIS (HALF-DAY)

Attending this workshop will help you to:

- Understand the concept of root cause analysis – and why it is an important process to conduct
- Define 6 steps in conducting a root cause analysis
- Review various tools to conduct a rca:
  - ✓ the 'why' analysis
  - ✓ the fishbone, or Ishikawa diagram
  - ✓ pareto analysis
  - ✓ brain storming
- Apply your learning to a work-related scenario.

THE 16 PERSONALITY TYPES AND YOU (1-DAY)

An efficient (and intriguing) way to get a better understanding of personality types is via the tried-and-tested Myers-Briggs Type Indicator (MBTI). Generally regarded as one of the most accurate personality tests out there, the MBTI is widely applied within the business world, with 89 of the Fortune 100 companies utilising it. This course helps learners understand the principles of these personality traits and how understanding them can help learners work more cohesively and empathetically with colleagues and other stakeholders in any relationship.

Attending this workshop will help you to understand:

- What the 16 personality types are
- Why it matters
- How it affects you at work and elsewhere
- What personality type you are
- How it may change how you view and treat others
- How it affects how others treat you
- How you can use this knowledge to your benefit
- How you can use this knowledge to others' benefit
- What it means for workers
- What it means for managers and leaders

Please note the following:

- This course is full day.
- No previous Prerequisites for attending are required.

DEVELOP PERSONAL RESILIENCE (1-DAY)

About this course:

The objective of this course is to enable all those who attend to respond positively to the pressures and demands of modern working life and to help them identify opportunities to thrive.

Resilience is the ability to recover quickly from setbacks and adversity. Resilient people stay committed and increase their efforts when the going gets tough. It used to be thought that people were born with resilient attributes; we now know that anyone can improve their resilience through effective training and development.

Personal resilience is arguably the most important resource for coping well during challenging times. This training course introduces delegates to skills that will increase their confidence in their ability to bounce back from the many pressures and adversities they encounter in today's workplace. They are reminded that a key aspect of being resilient is accepting that change frequently creates opportunities as well as problems to be solved.

Target Audience:

- Everyone.

Attending this course will help you to:

- Adopt a more flexible, adaptable and positive approach to change
- Take a more creative approach to problem-solving
- Acquire an appreciation of the rewards of developing and restoring important relationships
- Acquire skills that can help to reduce workplace/home anxiety
- Develop the ability to retain a sense of control and objectivity under pressure
- Recognise the importance of self-care and how to access support if required
- Improve your understanding of personal boundaries and how they can be strengthened

Prerequisites for attending:

- People new to the topic of resilience
- Those wanting to further develop their resilience toolkit or pass resilience skills on to others.

LEARNING HOW TO LEARN (1-DAY)

There are more opportunities to learn than ever before. The same mobile device you use for communication, business, and entertainment can also be used for education—anytime, anywhere you go. Discover how to personalize your learning, collaborate with others, and be more intentional as a learner.

In this course you will learn how to leverage mobile devices for creating and consuming learning, and build the skills you need for life and work. Explore how to personalize learning, conduct self-assessments to audit what your progress, and use social learning, media, and gamification to keep you motivated and engaged.

The techniques apply equally well to corporate and academic environments and are suitable for all types of learners.

Attending this workshop will help you to understand:

- Learning how to learn
- Improving basic skills
- Developing workforce skills
- Personalized learning
- Self-assessment
- Social learning
- Social assessment and activities
- Gamification - Combining mobile learning with media like games
- Comprehension
- Mind maps
- The relationship between colour and learning
- How teaching improves learning.

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required.

OVERCOMING LEARNING WITH ADHD (1-DAY)

About 4-5% of the population have ADHD.
What is ADHD? How does it impact my learning and how can I overcome this?

In this course, we will answer these questions as well as provide practical tips on how to improve your studying efficiency.

At the end of this course, you will understand:

- How to build a ADHD considered study routine
- How to build a ideal schedule
- How to incorporate breaks
- How to pass tests
- Learning techniques
- Study environment advice
- How to take advantage of your ADHD.

Please note the following:

- This is a full day course
- No prior knowledge is required.

PLAN AND HOST EFFECTIVE VIRTUAL MEETINGS (1-DAY)

Learn how to excel at running an online meeting in this detailed course. Running a meeting is already challenging but virtual meetings add an element of complexity.

Explore how to set up a meeting for your remote participants with specific advice on the best remote work software, sending an agenda to your team, and how to keep the entire meeting moving forward including best practices for running an online meeting, video meeting etiquette to follow, how to prepare yourself and your participants and how to keep your participants focused and engaged.

Attending this workshop will help you to:

- Plan your meeting like a boss
- Choose the best meeting platform
- Know your audience
- Know your speakers
- Send agenda to all participants or attendees well in advance including timings
- Decide who can participate and to what extent
- Keep audience engaged with polls and exercises
- Use breakout rooms (if applicable)
- Use an outline
- Prepare your audience for agenda and breaks with a compelling introduction
- Get permission to record (if applicable)
- Prepare an effective and compelling presentation
- Introduce speakers effectively
- Relax your audience with warmth, humour and intonation
- Conclude your meeting effectively with key takeaways
- Thank speakers and audience
- Prepare audience for next steps or next meeting
- Share meeting notes and video (as applicable).

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required. A basic working knowledge of popular virtual meeting platforms is recommended.

ATTENTION TO DETAIL (HALF-DAY)

About this course:

A crucial skill to master that no employer will reject - the ability to be thorough and accurate in your work.

Paying attention even to minor details is what sets apart dedicated employees from those who just want to get the job done and go home.

Target Audience:

- Managers
- HR Consultants
- Those working in high stress areas
- Anyone who struggles with time management.

Attending this course will help you to:

- Understand the psychology of attention and to improve it
- Manage your time more effectively
- Set achievable goals and track progress over time
- Prioritize tasks and stay focused on important goals
- Study more effectively and improve your results
- Create a personalized system for organizing work and activities.

Prerequisites for attending:

None

GETTING YOUR VOICE HEARD (1-DAY)

About this course:

Being assertive is a vital aspect of communication, so this course is designed to demonstrate a better approach to expressing oneself.

In this public speaking training course, your employees will learn how to communicate assertively while still respecting the beliefs and values of their audience. It also includes lessons on the different response styles and frameworks for practicing assertiveness in communication.

By understanding the importance of assertiveness in public speaking, your employees will carry out presentations, lead meetings, or pitch proposals more effectively. This can lead to extended or new business opportunities for your company.

Target Audience:

- Anyone who engages in Public Speaking
- Anyone in a Leadership role
- Anyone who conducts presentations

Attending this course will help you to:

- Effectively communicate in an assertive way
- Adapt your communication with different personalities

Prerequisites for attending:

None

Is your career / job about to change? Make the most of it! (Half-Day)

About this course:

It can be a frightening experience to be forced into a change of job or career. It's frightening enough when we create our own turning-point within our careers!

This course will help you to look beyond the shock of the change, and to find the excitement that lies ahead from new opportunities.

Target Audience:

- Those interested in a career change
- Those who are being impacted by retrenchment, early retirement or role-change.

Attending this course will help you to:

- Move beyond the shock of the initial change
- Work out what motivates you to go to work in the morning, and how your new role will compliment this motivation
- Identify your 'grow-areas' and develop an action-plan to a successful transition
- Set achievable career goals that are in line with your personal goals
- Explore ways to get started with self-employment
- Identify what the perfect job looks like for you and identify these matches to your changed situation
- Understand the perks of your new situation, and derive motivation to align them to your personal life and changed circumstances
- Confidently handle rejection when applying for another career position.

Prerequisites for attending:

None

CAREER PLANNING (1-DAY)

About this course:

All of us want to have a successful career but many of us struggle to develop and initiate a strong plan of action to ensure our career goals are met.

We may lack a proper understanding of various factors influencing our career, both at the start and during our working life.

This course will provide important guidance, tools and techniques to help those looking to either start their career or make the necessary plans to enhance or change their existing career.

Target Audience:

- School Leavers
- Final year students
- New Professionals and Apprenticeship placements.

Attending this course will help you to:

- Understand the importance of a career and a career plan
- Apply a SWOT analysis to your career planning
- Understand how to make career progression happen quickly, and as part of your plan
- Conduct a self-assessment and understand the various dimensions of self-assessment
- Identify and develop the required skills based on one's interests, skills and talents
- Develop an action-based career plan.

Prerequisites for attending:

None

CAREER MASTERY (1-DAY)

About this course:

This course is primarily aimed at young professionals who are looking to establish themselves in their careers. It also has powerful application in young entrepreneurs and anyone attempting to master their circumstances and the powerful forces working against them.

It looks at 5 key mastery areas: Self, Team, Organisation, Context and Future.

Target Audience:

- Young Professionals

Attending this course will help you to:

- In building personal mastery and career effectiveness
- Develop a strong personal value proposition
- Take ownership of your own career
- Be an effective and influential member of a team
- Develop the art of influencing through followership
- Navigating difficult cultures
- Build resilience in the face of career setbacks
- Manage scarce resources to achieve your career objectives.

Prerequisites for attending:

None

MINUTE TAKING EXCELLENCE (1-DAY)

In this course, participants will learn everything from basic minute taking skills to how to use software for best efficacy in minute taking.

Attending this workshop will help you to:

- Plan how to use technology successfully in your meetings
- Determine how to select and support a meeting leader
- Prepare what you need to make meaningful commitments in a meeting
- Identify successful ways to initiate a meeting
- Propose challenging ideas while promoting and maintaining healthy relationships
- Delegate and coordinate work successfully
- Follow up consistently to create a workplace culture of accountability.

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required.

CHANGE MANAGEMENT (1-DAY)

In this course, participants will learn causes of resistance to change and how to effectively understand, predict and mitigate resistance to change and to effectively implement change with success.

Attending this workshop will help you to understand:

- The Cycle of Change
- Sources of and Barriers to Change
- Demonstrating the Need for Change: Applying Leverage
- Perceptual Positions – A Tool For Change Leaders
- Fear and Desire As Motivation For Change
- Stakeholder Engagement, Triage and Analysis
- The Change Curve
- The Impact of Change on Operational Performance
- How to Communicate Well
- Communication and Progression Plans
- Resistance to Change
- Engage with the Resistance
- Manage Change as a Project.

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required.

EFFECTIVE INFLUENCING SKILLS (1-DAY)

In this course, participants will learn very powerful influencing skills that will help them be more effective with bringing other parties over to their way of thinking.

Attending this workshop will help you to understand:

- Your Influencing Inventory
- What is Influencing?
- Influencing Is About Helping Others Understand
- Your Personality Affects How You Influence Others
- Influence by Listening
- The Drivers of Success with Influencing
- Information and Power with Influencing.

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required.

EFFECTIVE NEGOTIATION SKILLS (1-DAY)

Participants will learn very powerful negotiation skills that will help them be more effective with negotiating even in stressful circumstances.

Attending this workshop will help you to understand:

- What is Negotiation?
- The Drivers of Success in Negotiation
- Information and Power in Negotiation
- Prepare to Negotiate
- Successful Negotiation
- The Importance of Rapport
- Questions in Negotiation
- Reducing Stress in Negotiation
- Examine your Trust Profile
- Bringing the Negotiation to a Close.

Please note the following:

- This course is full day
- No previous Prerequisites for attending are required.

COLLABORATION SKILLS (1-DAY)

About this course:

Learn how to assemble, lead, and organize collaborative teams and create a thriving culture of business collaboration.

Target Audience:

- Anyone interested in collaborating more effectively within an organization
- Employees looking to collaborate more effectively with team members.

Attending this course will help you to:

- Understand the benefits of collaboration and why it's an essential part of how businesses get work done today
- Explore how to ensure collaborative teams work successfully within a company
- Identify the fundamentals of forming and leading a collaborative team
- Organize and obtain the most out of collaborative meetings
- Effectively collaborate online and across different teams
- Implement lessons and strategies applied within different industries
- Create and support a thriving culture of collaboration.

Prerequisites for attending:

None

RESEARCH SKILLS (HALF-DAY)

About this course:

This course teaches you how to decide on what you need to know when you need to know it.

With so much information readily available, it's difficult to decipher information. Instead using only an Internet search engine for all of your information, there are other sources that can help you learn what you need to learn – quickly and accurately.

This course includes real life strategies to help you learn where you need to look for information and how you can be certain the information is accurate.

Target Audience:

- Anyone who loves research
- Anyone who struggles doing research

Attending this course will help you to:

- Understand the meaning and importance of research skills
- Skilfully implement 10 valuable research skills
- Create an action plan for future research.

Prerequisites for attending:

None

INTRODUCTION TO PROJECT MANAGEMENT (1-DAY)

In this course, participants will learn everything from basic project management skills to how to effectively manage a project with success.

Attending this workshop will help you to understand:

- Definition of Project Management
- The Project Life Cycle
- Managing Change, PM Skills
- PM Methodologies
- Project Selection
- Setting Objectives
- Terms Of Reference
- SMART Objectives
- Analysing the Problem
- Estimating
- Analysing the Problem
- Estimating
- Developing a Plan
- Risk Management
- Communicating the Plan
- Teams and Role of the Project Manager
- Monitoring and Controlling the Project
- Introduction to project management software.

Please note the following:

- This course is full day
- Learners may also wish to attend Microsoft Project courses under our Digital Skills section
- No previous Prerequisites for attending are required.

BECOME INNOVATIVE IN THE WORKPLACE (1-DAY)

About this course:

Innovation is a key factor in the success of any organization. In this training course, you will learn how to become innovative in the workplace and contribute to your organization's growth and success.

Target Audience:

This training is designed for professionals from various industries who are interested in becoming more innovative in their workplace. This course is ideal for managers, team leaders, and individual contributors who want to learn new techniques for generating and implementing innovative ideas.

Attending this course will help you to:

- Understand the importance of innovation in the workplace
- Identify the barriers to innovation and learn how to overcome them
- Develop a mindset of creativity and innovation
- Generate and evaluate innovative ideas
- Implement innovative ideas in the workplace
- Foster a culture of innovation in your organization
- Use technology to support innovation.

Prerequisites for attending:

There are no specific prerequisites for attending this course. However, participants should have experience working in a professional environment and a willingness to learn new skills and techniques related to innovation. It is also helpful to have an open mind and a positive attitude towards change.

LEAN MANAGEMENT IN THE WORKPLACE, AN OVERVIEW (1-DAY)

About this course:

This training programme is designed to introduce participants to the principles and techniques of Lean Management in the workplace.

The course will cover various Lean tools and concepts that can help organizations improve their processes, eliminate waste, and enhance efficiency. Participants will learn how to apply Lean methodologies in their workplace and transform their operations to achieve better results.

Target Audience:

This course is suitable for individuals who want to learn more about Lean Management and how it can be applied in the workplace. It is particularly useful for managers, supervisors, team leaders, and professionals who are responsible for improving organizational performance and operational efficiency.

Attending this course will help you to:

- Understand the principles and concepts of Lean Management and how they can be applied in the workplace
- Learn how to identify and eliminate waste in your organization's processes
- Discover how to improve the quality of your products or services
- Develop skills in continuous improvement and problem-solving
- Learn how to create a Lean culture in your workplace
- Implement Lean techniques to reduce costs and increase productivity
- Improve customer satisfaction by delivering products and services faster and with higher quality.

Prerequisites for attending:

There are no prerequisites for attending this course. However, participants should have a basic understanding of organizational processes and operations. Additionally, some prior knowledge of Lean Management concepts can be beneficial but is not necessary.

APPLY DESIGN THINKING IN THE WORKPLACE (1-DAY)

About this course:

Design thinking is a problem-solving methodology that prioritizes user needs to create innovative solutions. This training aims to provide an introduction to design thinking and its application in the workplace.

Target Audience:

This training is intended for professionals across various industries who are interested in learning how to apply design thinking principles to their work. It is suitable for anyone from entry-level employees to executives.

Attending this course will help you to:

- Understand the core principles of design thinking and its relevance in the workplace
- Learn how to use design thinking to identify and solve complex problems
- Explore how design thinking can improve collaboration and communication within teams
- Discover how to create user-centered solutions that meet the needs of your target audience
- Apply design thinking to develop innovative products, services, and processes.

Prerequisites for attending:

There are no specific prerequisites for attending this course. However, participants should have a basic understanding of their organization's goals and objectives and be willing to collaborate with others to solve problems. Additionally, familiarity with agile methodology and human-centered design can be helpful but is not required.

APPLY ENVIRONMENTAL SUSTAINABILITY IN THE WORKPLACE (1-DAY)

About this course:

Environmental sustainability is an essential aspect of any business. This training course is designed to equip individuals with knowledge and skills needed to create sustainable work environments.

Participants will learn about environmental sustainability principles, strategies, and best practices.

Target Audience:

This course is suitable for employees, managers, and executives who are interested in improving their knowledge of environmental sustainability practices and creating sustainable workplaces.

Attending this course will help you to:

- Understand the concept of environmental sustainability and why it is important in the workplace
- Identify and analyze the environmental impacts of workplace activities, products, and services
- Develop and implement sustainable strategies and practices in the workplace
- Engage employees, customers, and stakeholders in environmental sustainability initiatives
- Measure and evaluate the effectiveness of sustainability practices and identify areas for improvement.

Prerequisites for attending:

There are no prerequisites for attending this course. However, participants are expected to have a basic understanding of environmental issues and sustainability concepts.

BASIC MATH AND FINANCIAL LITERACY (1-DAY)

Attending this workshop will help you to:

- ⚉ Become confident in using a calculator
- ⚉ Calculate basic formulas such as
    - ✓ add / subtract / multiply / divide / percentage
    - ✓ calculate the perimeter, area and volume of objects
    - ✓ understand principles of rounding, x^2 and $\sqrt{}$
    - ✓ use formula to calculate time taken, distance covered and speed travelled at
- ⚉ Apply logic in working out basic mathematical and financial problems
- ⚉ Become confident in using a computer to perform basic calculations.

INSIGHTS INTO MY RETIREMENT (HALF-DAY)

Attending this workshop will help you to:

- ⚉ Understand why it is vital to prepare for your retirement – no matter your current age
- ⚉ Learn from the example of others:
    - ✓ those who did not plan for retirement
    - ✓ those who did plan for retirement
- ⚉ Prepare a basic overview of your current financial situation
- ⚉ Map your current overview to your desired retirement position
- ⚉ Understand the tools available to assist you in achieving your retirement goals
- ⚉ Gain insight into traditional and non-traditional methods of saving for retirement
- ⚉ Develop a realistic action plan to help you achieve your retirement goals.

Note: This workshop does NOT provide financial advice. The intention is to create an awareness of the importance of planning for retirement. It also equips learners with knowledge, tools and guidance on where and how to acquire professional financial assistance / advice.

CONTACT US

If you would like to book any training, or discuss how we can assist you / your project with any Learning & Development service, then please contact us as follows:

Terry Coxen
Managing Director

E-mail: Contact@SuccessfulLearningSolutions.co.uk
UK Toll-Free: 0800 689 4156

Or contact any of our New Business Team, their details are on our website.

Website: www.SuccessfulLearningSolutions.co.uk