

SKILL BUILDERS

Short, focused modules to develop personal, management and leadership effectiveness



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The key challenge for organisations is to achieve sustained high performance from their people so that productivity improves, revenues increase, costs reduce and reputation is enhanced. This means people need to be learning continually, applying the latest techniques to their work and making a real impact on results.

Our menu of Skill Builder modules encompasses a wide range of core skill areas to enhance performance and add immediate value at minimal cost.

Personal Development		
Building Personal Confidence at Work	Developing Creativity & Innovation	How to Handle Conflict at Work
Communicating Effectively	Developing Interpersonal Skills	Making the Most of your Time
Creating Personal Impact	Effective Presentation Skills	Non Written Communication Skills
Developing a Business Case	Giving Objective Feedback to your Manager	Personal Effectiveness & Influencing

Management Development		
Appraisal Skills	Effective Team Working	Maximising Team Performance
Attendance & Absence Management	First Time Manager	Middle Manager Development
Building a Winning Team	Giving Effective Feedback	Objective Setting Skills
Challenging Conversations	How to be an Effective Team Leader	Performance Management
Change Management	How to Manage Effective Meetings	Recruitment & Interviewing Skills
Effective Delegation	Managing Difficult Conversations	Supporting Individual Development
Effective Selection Panel Interviewing	Managing Finance & Resources	

Leadership Development		
Creating a Coaching Culture	Engaging People	Leading Others Through Change
Developing Coaching Skills	Engaging Stakeholders	Using Emotional Intelligence at Work
Developing Mentoring Skills	Developing Leadership Skills	

Other Solutions		
Coping with Pressure	Facilitation Skills	Managing Virtual Teams
	Train the Trainer	



KEY QUESTIONS

- Do your leaders and managers have the skills to get the best from your people?
- Do individuals make an impact in the workplace?
- Do you have a culture of continuous learning and improvement?
- How can you create the space for people to learn how to improve results?

