

EIGHT FREE BITE-SIZE SEMINARS

plus
FREE NETWORKING & BREAKFAST

Ramsdens Solicitors

Ramsdens Solicitors are holding a series of bite-size seminars focusing on enhancing the potential of every employee.....they include:

Date	Event	Location
23 Feb	How to be an Outstanding Manager: The seminar will introduce participants to practical management processes that are the hallmark of highly effective managers; showing how managers can quickly boost their managerial effectiveness.	The Media Centre
25 Feb	Time Management <i>FULLY BOOKED</i>	MYCCI
23 Mar	Managing Difficult People: This seminar will give participants the skills to efficiently and effectively manage their relationships in the workplace.	The Media Centre
25 Mar	Presentation Skills: Good presentation skills project a professional image and assist in influencing decisions, presenting results, and providing information. This interactive workshop enables participants to develop and refine their presentation techniques.	MYCCI
27 Apr	Influencing Skills: This seminar will sharpen your skills for influencing and persuading others. You will learn to create rapport whilst using interpersonal skills to improve your effectiveness with individuals and groups.	The Media Centre
29 Apr	Giving and Getting Good Feedback: What is feedback? How important is it and can it be used to improve performance? How should we receive feedback, and how can we deliver productive feedback? We show managers how to give and receive effective criticism and feedback.	MYCCI
25 May	Team Building: This seminar will equip you with the coaching skills that will help you transform your work group into a team that works together in an inspiring, way.	The Media Centre
10 June	Performance Management: This seminar will teach you the basic concepts of a performance management system and the means needed for building and implementing a performance strategy within your organisation. Learn how to set performance expectations, monitor progress, measure results, and improve employee performance.	The Media Centre

Each workshop run from 9-10:30am; with registration and breakfast from 8:30am. There will also be an opportunity to network after each workshop until 11am.

Contact **Sinéad Sopala** on **01484 558 087** or email **sinead.sopala@ramsdens.co.uk** to reserve your place.

themediacentre
IMAGINE. CREATE. CONNECT. EVOLVE. INSPIRE

