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Learning4Business Workplace Skills

Course List

Purpose & Goals of Time Management
Organising Your Time
Planning Your Time
Dealing with Time-Wasting Situations
Time Saving Tips & Technology
Introduction to Meetings & Meeting Types
Meeting Planning and Preparation
Conducting Effective Meetings
Meeting Behaviour Dealing with Problem Characters
Virtual Meetings
An Overview of Appraisals & Performance Management
Preparing for the Appraisal Discussion
The Appraisal Discussion
On-Going Appraisal
The Recruitment Process – An Overview
Writing Job Descriptions & Person Specification
Attracting Candidates & Producing Job Advertisements
Short-listing Candidates & Interview Techniques
Candidate References and Selection
Introduction to Negotiation
Negotiating Strategies – Strategy Basics
Negotiating Strategies – Psychological Strategies
An Introduction to Persuading and Influencing
The Persuasion Process
Presentations 1 - Preparing for a Presentation
Presentations 2 - The Presentation
Delegation
Why are Questions Important?
Using Open Questions
Using Probing Questions
Using Closed Questions
Unproductive Questions
An Introduction to Listening
Removing the barriers to Listening
Becoming a better listener
Silent Speech – Understanding Body Language
Using Body Language in the Workplace
Silent Selling – Using Body Language in Sales
A Background to Body Language
The Role of the Coach

Learning4Business is a UK produced range of high quality intranet / web deliverable work support courses, covering a variety of management and work place skills. These comprehensive `Learning Objects` include Testing, Student tracking and Book marking, Online printable course notes, Search facility, and UK audio and non-audio versions. Courses are AICC/SCORM and can be run via a conformant Learning Management System.

Duration is approximately 30 minutes per title.



Prices are for the Full Library of 40 titles and include Free Updates during the Licence Period. Prices are based on the number of users. Please phone for a quotation.

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