

# PARADISE TRAINING



## Professional Development Training Courses

Our professional development training rooms are suitable for up to 12 delegates and are fully air-conditioned, equipped with internet access, whiteboard, flipchart, and projector

All courses can also be delivered at client sites and can be adapted to suit your requirements (bespoke workshops).

We are able to adapt our courses to your requirements and if you do not see the course listed that you are looking for, please feel free to contact our Training Team on 01604 655900.

<b>Title</b>	<b>Duration</b>
Behavioural Interviewing	1 day
Chairing Meetings	1 day
Client Retention	1 day
Coaching and Mentoring for Managers	1 day
Communicating Change	1 day
Conflict Resolution	1 day
Customer Care	1 day
Delivering Difficult Messages	1 day
Effective Communication Skills	1 day
Essential Business Writing Skills	1 day
Facilitation Skills	1 day
Giving and Receiving Feedback	1 day
How to get the Power into PowerPoint	1 day
Heightened Self Confidence	1 day
Influencing with Integrity	1 day
Inspirational Management	1 day
Management Essentials	1 day
Maximising Performance in the Workplace	1 day
Minute Taking	1 day

For more information please contact our training team on

# 01604 655900

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Negotiation	1 day
Performance Appraisals	1 day
Personal Assertiveness	1 day
Personal Impact	1 day
Planning and Implementing Change	1 day
Presenting without Fear	1 day
Problem Solving and Decision Making	1 day
Process Improvement	1 day
Sales Negotiation	1 day
Sales and Service over the Phone	1 day
Sales Skills	1 day
Secretarial Excellence	1 day
Stress Management	1 day
Team Building	1 day
Team Briefing	1 day
Time Management	1 day
Training Needs Analysis and Evaluation Training	1 day
Understanding Project Management	1 day
Unlock Your Leadership Potential	1 day
Working Together Effectively	1 day

For more information please contact our training team on

**01604 655900**