



HM Government
G-Cloud
Supplier

Microsoft Partner
Silver Cloud Productivity
Silver Small and Midmarket Cloud Solutions



Strategic
Partner



Sage 200 Training

Maximise the benefits of Sage 200



Sage



Cloud



Training



IT Services

- Utilise your Sage software to its full potential
- Access a wealth of system and process knowledge
- Customised training to suit your business requirements
- Training delivered at your office or our dedicated training suite

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 **Paradise**
I.T. FOR BUSINESS



Sage 200 Training

Maximise the benefits of Sage 200

Experienced Training for Sage 200

Paradise has been providing in-depth business training for Sage 200 since 1990. Our certified training staff have a wealth of experience and knowledge of Sage software and business processes, allowing you to get the most from this efficient accounting platform.

Identify Fundamentals of Effective Communication

- What is effective communication?
- Main components of communication
- The five Ps of communication
- Communication Styles
- Communication Preferences - Visual, Auditory, Kinaesthetic
- Body Language

Assertiveness

- What is assertiveness
- How assertive are you?
- Passive, Aggressive and Assertive behaviour
- Benefits of assertiveness
- Discover what others think of you (Johari Window)

Questioning & Listening

- How to ask the right questions for the right reasons
- Questioning Techniques
- Avoid misunderstandings and overcome communication barriers
- Effective Listening Skills

Influencing Skills

- Ways to influence and persuade
- Barriers to successful persuasion
- Successful Persuasion
- Emotional Intelligence
- Empathy to establish trust and communicate effectively

Dealing with Conflict

- What is conflict?
- Conflict Types; competitive, collaborating, compromising, accommodating and avoiding
- How to reduce conflict Feedback
- Why feedback is important in effective communication
- Giving and receiving feedback
- tively communicate and 'sell' the plan to others

Additional Information

Buffet lunch and free parking included for courses held at Paradise Training Centre.

Call 01604 655900 today or visit www.paradisecomputing.co.uk to find out more about our business training courses or to design a bespoke training solution.



Sage



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