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Workshop List

Please note that this list is constantly updated and evolving with new and improved workshops and accreditations so if there is something that is not listed here but would like to discuss, please contact us.

This just a short bio of each workshop for full details about course content please call our training department on **0844 576 3321** or email training@affectivesolutions.co.uk.

Please note that travel and over-night expenses may be added depending on distance. Training facilities and catering can be organised through us too.

The prices quoted are for up to 12 individuals per workshop - if you require more places, just contact us.

CPD hours are attached to each of the workshops so that you can add value to your CPD policy and organisation.

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Staff and Personal Development

These workshops are designed to help you individually and your staff to further develop their skills to bring the best results and improved performance to your organisation.

<p>Successful Networking Skills</p>	<p>Everybody knows that networking can bring a lot of business - but not everyone can do it successfully. This workshop will teach the skills required to get in the right frame of mind, build rapport quickly, get your point across, know when someone is open to networking and get the results you really want.</p>	<p>Half Day £300 + VAT</p>
<p>Successful Presentation Skills</p>	<p>Board meetings. Sales presentations. Briefings. You are always on show but how do you say what you need to say? Using the right formula, you can. Learn how to appeal to everybody and get the information across successfully.</p>	<p>Half Day £300 + VAT</p>
<p>Time Management</p>	<p>Are you always late for meetings? Do they run over? Can't seem to get to the end of the To-Do list? Busy but not productive? Then this workshop is for you! Learn to prioritise tasks, manage your time and SAY NO when you really aren't able to take more work on!</p>	<p>Half Day £300 + VAT</p>
<p>Speaking Your Client's Language</p>	<p>This workshop will give you the skills to be able to sell, get your point across, effectively deal with customers and get you great results at the same time. Nothing else needs to be said.</p>	<p>Half Day £300 + VAT</p>
<p>Customer Engagement</p>	<p>We think that customer service training is looked at the wrong way round. Build rapport quickly and immediately to have good customer engagement and then good customer service must follow. This workshop is designed for both TELEPHONE and FACE-TO-FACE customer engagement. Learn to deal with complaints efficiently, control your emotional state and know that you have dealt with that customer using best practice.</p>	<p>1 day £585 + VAT</p> <p>2 day intensive course also available £1000 + VAT</p>
<p>Get That Business Pitch Right</p>	<p>Do you know what your services are? Do you know what you are selling? Do you know what benefits you are offering? Do you know how to present that information in networking situations and boardroom situations? Well, after this workshop you will be more confident and able to promote your services effectively to any individual in any situation.</p>	<p>1 day £585 + VAT</p>



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<p>Effective Coaching Skills</p>	<p>Everybody knows that managers / team leaders with the ability to coach their staff are more able to deal with issues as they arise and thus reach the desired results. Our intensive 2 day course including listening skills through to the GROW cycle to sensory acuity to effective action planning to developing questioning and facilitation skills and more - this workshop will equip managers / team leaders with the skills required to coach their staff.</p>	<p>2 days £1000 + VAT</p>
<p>Effective Mentoring Skills</p>	<p>Every mentor needs a mentor. This workshop discusses the use and benefits of mentoring, language of change, roles and responsibilities and more. It will also cover the differences in perception between coaching and mentoring. This workshop is ideal for managers / team leaders with staff.</p>	<p>1 day £585 + VAT</p>
<p>NLP for Business; NLP for You</p>	<p>What is NLP? How can you use it for business? How do you use it for you? Whether a 1 day introductory course or 2 day intensive course - find out how NLP can help you create excellence as the “norm” in your work and your personal life. Ideal for personal development courses.</p>	<p>2 days £1000 + VAT</p>
<p>Improve Your Sales; Today</p>	<p>What more needs to be said? We will look at the buying cycle, creating a need, speaking the clients’ language - everything you need to improve your sales really. Great for sales team development or for those new to sales.</p>	<p>1 day £585 + VAT</p>
<p>Negotiation Skills</p>	<p>Negotiation skills are specific and can be used in numerous situations including sales, contracts and policy writing and work-place conflict resolution. Whether you have a specific need to learn or wish to learn all aspects, this workshop is for you.</p>	<p>2 days £1000 + VAT</p>
<p>Improve Your Communication Skills, Right Now</p>	<p>Say what needs to be said clearly and concisely. Understand how different people communicate and learn how to be flexible to change your communication style to suit them. Simple and extremely effective.</p>	<p>1 day £585 + VAT</p>



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Emotional Intelligence

Emotional Intelligence workshops are designed to equip business leaders, managers and other members of the leadership team with the skills and resources to recognise and deal with effectively and proactively any stress, emotional issues that may arise within the workplace. This reduces the need for individuals going on sick thus reducing your organisations costings including staff replacement, long-term sick and possibly employment tribunals.

<p>Emotional Intelligence Coaching Skills</p>	<p>Everybody knows that managers / team leaders with the ability to coach their staff are more able to deal with issues as they arise and thus reach the desired results. Our intensive 2 day course including listening skills through to the GROW cycle to sensory acuity to effective action planning to developing questioning and facilitation skills and more - this workshop will equip managers / team leaders with the skills required to recognise emotional signs and deal proactively with these issues.</p>	<p>2 days £1000 + VAT</p>
<p>Emotional Intelligence Mentoring Skills</p>	<p>This workshop discusses the use and benefits of mentoring, language of change, roles and responsibilities and more. In order to maintain a healthy, balanced working environment, mentoring your work force can reduce problems, stress and other issues that arise maintaining a high performance.</p>	<p>1 day £585 + VAT</p>
<p>Workplace Conflict Resolution</p>	<p>When there is any conflict within the workplace, this can cause a shift in dynamics and other issues can surround it. So before the situation demands messy tribunal or legal intervention, learn the skills to prevent if possible, manage if necessary whilst still maintaining a positive attitude within the workplace.</p>	<p>2 days £1000 + VAT</p>
<p>Managing Stress in the Workplace</p>	<p>Learn to recognise the signs of stress within the workplace and how to diminish stress in the first place. Learn how to manage situations successfully and to create a positive environment for the workforce. Reduce sick leave, sick pay and improve morale.</p>	<p>1 day £585 + VAT</p>



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Social Media

The value of building relationships in business can't be stressed enough. Everywhere we go now; Twitter, LinkedIn and Facebook are all over the place. Businesses new and old, big and small are all using this tool. Don't get left behind.

<p>Social Media/Networking</p>	<p>Goals and objectives differ from business to business. By explaining the various networks (LinkedIn, Facebook etc) and technologies, we give you the 'building blocks' required to build your network.</p>	<p>POA - Hourly rate after a free initial assessment.</p>
<p>Social Media/Networking</p>	<p>Blogging - We guide you through set-up and customisation of your own blog, and explain its importance.</p>	<p>POA - Hourly rate after a free initial assessment.</p>

IT

In this day and age, computers and other technologies such as mobile smart phones are the norm not only in business, schools, and colleges but also in the home. Are you confident in using these things?

<p>Essential PC skills</p>	<p>Creating an on-line presence requires strong basic PC skills and an understanding of the internet. Our 1-2-1 training will give you the 'good foundations' needed</p>	<p>POA - Hourly rate after a free initial assessment.</p>
<p>Get The Best Out Of Your PC</p>	<p>Info to be updated</p>	
<p>Office Software - How Do You Use it?</p>	<p>Info to be updated</p>	
<p>Safe Surfing</p>	<p>Info to be updated</p>	



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How To Use Email.....properly	Info to be updated	
How To Use Skype	Info to be updated	
How To Recognise and Deal with Malware	Info to be updated	

Leadership and Management Development

Your Leadership and management team are integral to the running of your organisation. Without them to lead the organisation, it simply won't go anywhere. So, invest in your team and that investment will filter down into the rest of the workforce increasing skills, results, performance and create a long-term, large return on investment.

Effective Leadership Skills	This intense 2 day workshop will explore the role of a leader, how to lead a team effectively, how to develop your own leadership skills and developing leadership through planning and practical activities.	2 days £1000 + VAT
Exploring the management role and developing management skills	What is a manager? This workshop researches this role, and the skills you need to be successful and effective in your role.	2 days £1000 + VAT
Problem Solving and Effective Decision Making	How to make those best decisions based on efficient and effective problem-solving. Using decision making models and creative and innovative problem-solving skills, this workshop will aid you in moving your organisation forward confidently and effortlessly.	1 day £585 + VAT
How to Manage and Implement Change	When the word "change" is mentioned, very often you will see people shudder or complain that there are too many changes. This workshop will alleviate that. You will look at how to manage changes whilst they are being implemented reducing problems.	2 days £1000 + VAT



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<p>How To Get The Best Out of Meetings</p>	<p>Ever managed a meeting and wondered what you got out of it? Well, this workshop will aid you in developing an action plan and the facilitation skills to get what you want out of the meeting with your staff but the skills can be transferred to sales and front-of-house staff too.</p>	<p>1 day £585 + VAT</p>
<p>Work-Place Conflict Resolution</p>	<p>When there is any conflict within the workplace, this can cause a shift in dynamics and other issues can surround it. So before the situation demands messy tribunal or legal intervention, learn the skills to prevent if possible, manage if necessary whilst still maintaining a positive attitude within the workplace.</p>	<p>2 days £1000 + VAT</p>
<p>Planning Change And Through Effective Time Management</p>	<p>How to create a plan and stick to it using an appropriate time management model. It's simple and effective and will allow you and your organisation to plan for change appropriately.</p>	<p>2 days £1000 + VAT</p>
<p>Successful Communication</p>	<p>We all know how to communicate but some can do it more successfully than others. This workshop will explore the workplace communication model, how to delegate, influence others and organise effectively to achieve your goals.</p>	<p>2 days £1000 + VAT</p>
<p>Motivation in the Workplace</p>	<p>What is motivation? How do you instil it in others? This 1 day workshop will explore these themes and you will understand how to motivate your workforce successfully.</p>	<p>1 day £585 + VAT</p>
<p>How to Choose The Best Person For The Job</p>	<p>Recruiting, interviewing, inducting, new people, new dynamic within the workplace - there is a lot at stake when trying to find that perfect person for the post. This workshop will take you through the questions, recognition of the sensory acuity of the candidate and much more so that you can be entirely sure that you get the best person for the job. Please note that this workshop will not go through HR policies or procedures - it is assumed that this is already in place.</p>	<p>2 days £1000 + VAT</p>

Manual Handling and other Health and Safety courses coming soon