



New personal effectiveness learning programmes

MidlandHR are pleased to announce an exciting new set of programmes added to our Business Excellence series. These programmes are designed to equip you and your people with the skills, competencies and confidence to deliver and achieve the highest levels of performance within your organisation.



Personal effectiveness learning programmes

Organisations today are faced with developing a workforce that is equipped to operate in a highly competitive business landscape. Often organisations focus their efforts on business systems and processes without developing the business effectiveness of their people. As well as developing technical role-based workforce skills, it is vital that your people have the relevant personal effectiveness skills to perform to the highest level.

About our personal effectiveness programmes

Our programmes can be delivered either on-site or at our Learning Centre at Ruddington Hall. Please see below a range of our standard programmes which are usually delivered in one day. We also offer a bespoke service that can tailor programmes to meet the specific requirements of your organisation.

Programmes

- Presentation Skills
 - Introduction to Presentation Skills
 - Business Presentation Skills
 - Public Speaking and Presentation Skills
- Business Communication Techniques
- Business Report Writing
- Negotiation Skills
- Leading Effective Meetings
- Decision Making
- Conflict Management
- Handling Difficult Situations and People
- Effective Delegation
- Time Management

Find out more about the personal effectiveness programmes by contacting Learning Services on learning@midlandhr.co.uk or call **01 15 945 6000**

These programmes are delivered by our expert learning professionals:



Dr Jane Cox - has been an active speaker, trainer and consultant across a variety of industries and countries for over 20 years. Jane has expertise in personal effectiveness learning at all levels, is a qualified doctor of psychology and has additional business degrees and postgraduate qualifications.



Chris Holt - has been a management development consultant for over 22 years with clients throughout the UK and worldwide. Chris has delivered personal effectiveness skills across all levels of the business, has a post graduate qualification in strategic management and is a qualified project manager.



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