



Micro Workshops

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Micro Workshops are designed as short workshop sessions (up to an hour each) to address specific topics and give delegates tools they can take away and use immediately to benefit themselves and their company.

They are ideal for running as lunchtime sessions, after a team meeting, as part of an education course or network event. They are flexible and can be joined together to make longer training courses. If there are topics you are interested in that are not specifically listed, please do call to discuss your requirements.

What are the **BENEFITS** and what topics are covered?

Goal Setting:

Delegates learn a powerful strategy for setting goals, getting motivated and then achieving the results they want.

Useful in linking personal goals to business/career goals, creating greater satisfaction, increasing motivation and getting more done.

Stand Up with Confidence

Delegates learn one or two simple techniques (depending on time) that they can use to feel confident in any situation. Especially useful in situations such as presentations, meetings with clients / potential clients, speaking up in meetings, etc.

Get Inside Your Audience's Head / Resolving conflict

Delegates learn a method for understanding their audience's perspective. Whether it's an interview, a sales presentation or a client meeting this will help them to plan and deliver better presentations in one-to-one or group situations and achieve the best outcomes.

Mindsets for Success

A look at the mindsets and attitudes that create success. By adopting the mindsets they learn, delegates will make a huge difference to the success they experience at work and elsewhere in their lives.

They will feel more positive, motivated and in control of their outcomes.

Making Your Network Work

Networking a key skill in today's world of work, for owners, managers and their staff. Delegates will learn skills that will help them to network more effectively and more comfortably. They will understand how they can use their network to help them achieve results for themselves and their organisation.

An Ideal Role

Delegates will learn how to define what an ideal role looks like for them. Whether business owner or employee, they will then be able to compare their ideal role profile with their current position to identify how closely it matches. What delegates learn will be useful to them throughout their career / business life, helping them to be happier and more productive at work. Also useful for managers in motivating their staff.

Transferrable Skills

Most people take most of their skills for granted. In this workshop, delegates learn a practical method for identifying all of their transferrable skills, and a framework for articulating them in a way that clearly demonstrates the benefits.

Getting the Important Things Done

Delegates will learn practical tips for working out what actually needs to be done, and then structuring their time to make it happen. This includes a specific structure for getting more done in a shorter time.

Managing Stress at Work

Delegates learn some simple techniques for managing stress at work: some practical strategies such as knowing when to say "No", but also simple meditations that can bring calm to the middle of a chaotic or busy situation.

CVs for Success

The bottom line with a CVs is that if it gets you an interview it's good, if it doesn't you need to do something about it. Delegates learn what's working right now and how to develop different styles of CV for different situations.

Key Interview Skills

How do you interview comfortably as well as effectively? In this workshop delegates get top tips on answering common interview questions, how to present themselves and tackling interview nerves. This workshop links well with the Transferrable Skills and Stand Up With Confidence sessions.

Micro Workshops help businesses become more productive and profitable and individuals take responsibility for their careers. Everybody wins because when everyone performs a little better, they and their organisations become more successful.

To discuss your requirements without obligation:

Call 020 8133 1037 or

Email dave@davecordle.co.uk

Better people = Better business = Better people = Better business = Better people