



The Soft Skills Toolkit

A programme of bite-sized workshops for managers

we develop people...they develop your business

The Soft Skills Toolkit

Developing individuals, teams, coaching skills and your organisation.

Thank you for taking the time to look through our Soft Skills toolkit, a series of masterclasses created to support managers with key soft skills through a coaching style of training.

As coaching culture development experts Unlimited Potential offer the Soft Skills Toolkit with minimum powerpoint and maximum interactivity, combined with a great price they are an excellent training/development option for any organisation.

Flexibility is the key to ensuring that delivery meets your requirements. As a result each workshop is put together to meet your requirements in a consultative way.

The Soft Skills Toolkit is designed to compliment any coaching culture work that you have already got running. This helps further embed the development of your coaching culture requirement and at the same time still delivers the learning and development requirements.

We offer all the workshops in three formats

90 minute	£600.00 (Excl VAT) per workshop
1/2 day	£900.00 (Excl VAT) per workshop
1 day	£1,750.00 (Excl VAT) per workshop

There is no additional travel or preparation fees on these prices. To ensure the learning is maximised we recommend a maximum of 15 people per workshop

If you are looking to develop a coaching culture within your organisation then please call us 0845 626 2244.

Thanks



Tim Hawkes
Managing Director



The Workshops

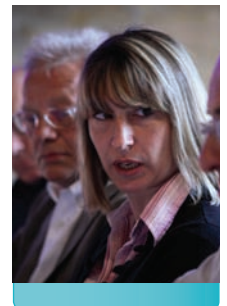
Developing Self

The Mandela Effect	Develop gravitas and impact
Time Management Overhaul	Get work done and still have a life
How to Appear Fantastic	Branding and image management
Be Assertive	Achieve great outcomes through improved self confidence
Mind Management	Understanding self to improve effectiveness
The Emotionally Intelligent Leader	Managing emotions in business
Plan Your life	Stop, stand back and get career planning – Now!!
Business Writing Skills	Getting your message across effectively
Quick on the Draw	A session of creativity through cartoons
Staying Fired Up	A masterclass in great motivation



Working with Others

Building Rapport and Relationships	The importance of 'getting together'
Present Like Obama	A masterclass in presentation skills
Managing Difficult Conversations	Dealing with fierce conversations
What is a Good Manager	What do people say about your management style
The 1 to 1, Benchmark for Best Practice	How to conduct effective 1 to 1s
Transformational Language	Effecting lasting change through language
Leading People Effectively	A guide to excellent influencing skills
Conflict Management	Influencing others to resolve difficulties
Training and Facilitation Skills	Making learning effective and memorable
Coping with Paxman	Learning to work with the media
Business Etiquette for the World Stage	Getting it right for all cultures
Fitting into a Diverse World	Dealing with the wonders of diversity



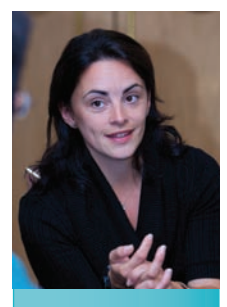
Improving Coaching

Introduction to Coaching	A guide to effective coaching in the workplace
Coaching Toolkits	Building your toolbox of key coaching tools
Coaching as Managers	Using coaching as a management tool
Psychometric Tools for Coaching	Services to compliment coaching
Exploration of the Coaching Model	Key coaching skills
The Coaching Advantage	Improving sales results through coaching
Advanced Coaching	Developing more advanced coaching skills



Building the Business

Business Acumen Skills	Becoming an effective business manager
Creativity and Problem Solving	Finding new solutions
Building Customer Loyalty	A masterclass in customer care
Selling Skills	Becoming an effective sales person
On Time, On Target, On Budget	4 key steps to Leading Successful Projects



Venue

Venue must be arranged by the client. The session should take place in a spacious room with natural sunlight. The room should also have available two flipcharts and pens. Unlimited Potential are happy to support or arrange for any of their programmes to take place at an external venue however the costs for this are not catered for here.

Notification

Our experts are very busy people and we ask that you give us 48 hours notice of the cancellation of any pre-arranged event. We understand that last minute changes do occur however if this is less than 48 hours notice we shall charge the full amount for that event.

Please call us at the office, 0845 626 2244 to talk about the arrangement of any event.

Termination

For whatever unforeseen reason you may wish to terminate a complete programme of workshops then we would be happy to talk to you about that. All work up to the point of termination will be charged.

Quality

It is very important to us that you receive the best possible service at all levels of delivery. We have a culture of quality within the company and have rigorous processes to employ new specialists and employees.

Should you have a question about quality you can request a copy of our Quality Assurance Policy or talk directly to our champion of quality, the managing director.

Equality and Diversity

At our core is treating people as individuals, and that is how we treat everybody. Unlimited Potential has a strong drive to treat every individual with equality.



Should you have a question about quality you can request a copy of our Equality and Diversity Policy or talk directly to our champion of equality and diversity, our managing director.

Confidentiality

Unlimited Potential subscribe to the Data Protection act and are registered to keep your personal details from being released.

In the group environment confidentiality is critical to the building of trust. Unlimited Potential therefore offer all our clients a commitment of confidentiality throughout the company.

We support our data protection registration with an offer to all clients of a confidentiality agreement where requested. If you would like one – just ask.

