

The need for improved personal skills in the workplace

Managers and staff require a wide range of business skills every working day. Improving and updating these skills is an essential part of developing confidence and improving job effectiveness for the health of the business. The programmes below can be 'packaged' and tailored to your requirements and run over 1-2 days, depending on group size, course content, time availability and budget.

Time Management

How to achieve results more effectively by learning how to spend more time on things that really

Personal Organisation

Everyone can save time and become more productive by learning ways to improve personal effe

Presentation Skills

Building confidence and skills. Doing justice to your ideas, products and services, whether you a

Effective Writing

Learning to write clearly, succinctly and accurately is an even greater need for most people nowa

Dynamic Reading Skills

Learning new skills to help you read twice as fast, as well as retain more information. An eye-ope

Interpersonal Communication Skills

Dealing and communicating with staff and customers at all levels, more confidently and success

Customer Care

To help everyone who has to deal with customers maintain the right attitudes and behaviours to

Building Self-Confidence and Assertiveness

Enabling people to make the most of their potential, particularly in conflict situations.

We tailor our training programmes to meet your needs in flexible, practical ways. Please refer to our 'Contact us' page at any time to explore matters further by emailing: mark@temple-millar.co.uk or calling us on 01865 300754.