

Have You had **Your Performance Boost?**

Active Knowledge Bites™ - Turning Learning into Action!

Having the opportunity to implement fresh and exciting ideas into our work lives can improve productivity, creativity and motivation. Active Knowledge Bites™ offer a fresh injection of ideas and current business practice through entertaining and interactive 90+ minute intensive learning sessions.

Active Knowledge Bites™ are just one part of our multi-component learning & development approach.

The Challenge:

"The Learning and Skills Council (LSC) finds half of workers believe staff training is overlooked by employers."

- 19 February 2008

A survey conducted by the LSC, found 6 in 10 respondents pointed to time as the biggest constraint for training provision, while 49% admitted to being put off by the cost.

The Trades Union Congress, said: *"In today's fast-paced world, the biggest barrier to training is time. Too many employers don't recognise the value of training and refuse to give time off to train."*



The Solution:

Active Knowledge Bites™ have been designed to raise awareness through 90 - 120 minute sessions on a wide range of topics. Bundled with tricks, tips and tools; Active Knowledge Bites™ are a **cost and time effective way** of bringing training to the majority of staff that more conventional training cannot reach.

A Few Benefits:

- **Practical** - programmes run for just 90 -120 minutes
- **Fun** - our skilled trainers keep it fun and energetic
- **Flexible** - fully flexible sessions designed to your needs
- **Memorable** - bite-sized information to help you absorb learning
- **Focused** - focus on one core issue to make a difference
- **Convenient** - fits easily into busy schedules. Sessions can be arranged at your place of work
- **Supported** - reflection and commitment to action planning.
- All courses are supported with relevant material and an Action Plan.

The Delivery...

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing – and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Why Catalyst learning & development?

- Our classes are highly interactive
- We focus on self-discovery as a route to learning
- Delegates can test new tools and receive feedback before taking them to the workplace
- Whole life methods mean, skills are not just workplace relevant
- Whole brain approach - The use of sensory simulation to help delegates focus and learn
- Fun, enjoyable and engaging sessions

Your Booster Sessions...

Management Sessions

- **Coaching for success**
This inspirational discussion is intended for existing and aspiring managers wanting to improve the performance and productivity of their people and develop coaching skills.
- **Creating Better Performance**
'Everything can be improved.' This course is designed for managers, team leaders, supervisors to help develop your team members on a continuous basis.
- **Building a winning team**
'Together Everyone Achieves More.' This course is designed for those involved with pulling together a new team, responsible for leading or coordinating a group of people towards a mutual goal.
- **Motivate, Activate!**
'Motivate to develop.' This course is designed for managers wanting to improve the performance and productivity of their people and develop them.
- **Delegate, Develop, Achieve**
'Delegate to survive.' This course will enable you to develop your delegation skills and do it effectively.
- **Managing Projects - essential steps**
'Planning for success.' This course will benefit individuals needing to know the tools available to help them successfully conclude each project.
- **Creative problem solving**
'Every problem contains the seeds of its own solution.' This course is beneficial to anyone who needs to develop a more collaborative approach to trouble shooting and problem solving.
- **Inspirational Leadership**
'The key to successful leadership today is influence, not authority.' This course is designed for anyone responsible for a team, or an area of work where they are required to inspire, encourage and challenge in a leadership role.
- **Successful Appraisal Skills**
'Develop, motivate and inspire to achieve.' This course is designed for those needing to know how to prepare and conduct successful appraisal and performance reviews.

People Skills Sessions

- **Successful Communication Skills**
'First search for understanding, then be understood.' This course is designed for those wanting to improve the quality of their interaction with others and use their communication to build and maintain strong working relationships.
- **Emotional Intelligence at Work**
'Effective mood management.' This course is for anyone who would like to gain a greater understanding of emotional intelligence and how to apply it to their work situations.
- **Conflict Resolution**
'Finding a positive outcome.' This course is designed for managers and those needing to become proficient at handling conflict within the workplace.
- **Coping with Pressure**
'Get your life right for you and you'll get it right for those around you.' This course is designed for those who would like to better handle pressures they encounter in their working environment.

Business Skills Sessions

- **Appraisee Skills**
"Oh no! It's appraisal time again!". This course is designed for those needing to know how to prepare for appraisals and performance reviews.
- **Customer Care**
In the UK an astonishing 70% of customers feel let down by their service providers. This course explores techniques that will help build your professional confidence with customers.
- **Handling Difficult Situations**
'Leaders need to often make business aligned and timely decisions'. This course provides the necessary techniques that will help handle difficult situations at the workplace.
- **Time Management**
Time is a valuable resource and we never have enough of it - or do we? This course is designed for professionals who want to take control of their workload in order to increase efficiency and achieve results.

Finance for Non-Financial Manager Sessions

- **Introduction to the Profit and Loss Account**
- **Introduction to the Balance Sheet**
- **Introduction to the Audited Cash Flow Statement**
- **Understanding Working Capital**
- **Identifying and Analysing Costs**
- **Budget Forecasting and Variance Analysis**
- **Analysing the Profit and Loss Account**
- **Analysing the Balance Sheet**
- **Analysing the Cash Flow Statement**
- **Ratio Analysis**

- Tailoring available on all courses
- Booster Sessions may run up to 2 hours
- Standard delivery is for up to 20 delegates

* We can run up to 1, 2 or 3 sessions a day.

* See page 4 for samples of our courses.



Sample Active Knowledge Bites™ ...

Building a Winning Team!

"Together Everyone Achieves More"

90+ minute bite size session

Successful teams have three core principles in common; a clear focus, the right attitude and the appropriate skills.

This inspiring discussion is designed for appointed managers, project co-coordinators and team leaders responsible for leading or coordinating a group of people towards a mutual goal.

Your Booster Session

- Understand how the best teams develop
- Identify how to solve problems as a team
- Recognising the characteristics of a productive team

Action Planning - What will You do?

Using questionnaires, exercises and activities that practically demonstrate the importance of effective teamwork you will better understand how to build, co-ordinate and manage a successful team.

Flexibility of Delivery

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone – designed as motivational, thought provoking sessions for high impact information sharing – and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Sessions may be tailored and extended to up to two hours.

Creating Better Performance

"Where Everything Can Be Improved"

90+ minute bite size session

We all know that successful managers bring out the best in their people. They help create opportunities, motivate their people, set goals and develop skills that achieve maximum results.

So just how do they do it?

This inspiring discussion is designed for existing and aspiring managers, team leaders and supervisors responsible for the better performance of others.

Your Booster Session

- Identifies a strategy to meet staff development needs
- Explores your communication style
- Encourages better performance through positive engagement

Action Planning - What will You do?

In addition to completing exercises to further understand the process of performance management you will examine successful feedback techniques whilst creating an Action Plan for future success.

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Our location

Catalyst's training centre is at 175 Tottenham Court Road, on the Circle and Metropolitan line near Euston Square Station and Warren Street Station on the Victoria and Northern Lines.

T: 0207 436 3636
E: www.cbduk.biz



Best Course Assurance™

Best Course Assurance™ - we want you to attend the right course.

Whether you have a tailored or scheduled need, our personal, consultative approach means we can get it right, first time and every time.

