

WHAT TRAINING IS AVAILABLE AT SENSEI LEARNING AND PERFORMANCE?

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TRAINING FOR TRAINERS

- How to Conduct a Training Needs Analysis
- How to Establish Competency Frameworks
- Training Design (Training Cycle)
- Creating Presentations
- Presentation Skills
- How to Conduct Evaluations
- Train the Trainer

MANAGEMENT SKILLS

- Training for Managers and Team Leaders
- Training for New Managers & Team Leaders
- How to Conduct Appraisals & 360 Feedback
- Delegation Training
- How to Get People to Do Stuff
- Interview Skills for Interviewers
- How to Conduct Meetings That Get Things Done

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Emotional Intelligence
- Self-Esteem
- Assertiveness
- Assertiveness & Workplace Confidence
- How to Survive an Interview

COMMUNICATION SKILLS

- Gender in the Workplace
- Communication Skills
- Body Language
- Business Writing - Basic
- Business & Report Writing - Advanced
- Writing for the Web
- Writing Policies, Procedures & Workflows

CEOs, DIRECTORS & SENIOR PARTNERS

- Business Ethics
- Emotional Intelligent Organisations
- Corporate Social Responsibility
- Organisational Communications
- Customer Service
- How to Conduct an Organisation-Wide Training Needs Analysis

ONLINE MARKETING

- Blogging for Business
- Marketing with Social Media (two-hour intro)
- Marketing with Social Media Practical Workshop
- Email Marketing

IT TRAINING

- Microsoft Office: Word, Outlook, PowerPoint, Excel, Access

All training is conducted as one or two-day workshops, unless otherwise indicated. We also provide *individual coaching* or *consulting* on the topics mentioned above. If what you have in mind is not listed, contact us to discuss what you need.