

Clearer Thoughts Management Courses

Course Title	Duration (Days)
Management	
Becoming a Leader	3
Conducting Appraisals	1
Developing Your Team	2
Effective Delegation	1
Effective Meetings	1
Interviewing for Fact Finding	2
Interviewing for Recruitment	2
Management by Coaching	2
Management Essentials	1
Negotiation Skills	1
Project Management	
Principles of Project Management	2
Institute of Leadership and Management (ILM)	
<p>Clearer Thoughts is accredited by the ILM to provide training in:</p> <p>Level 2 – Award in Effective Team Member Skills</p> <p>Level 2 – Award in Leadership & Team Skills</p> <p>Level 3 – Award in Leadership and Management</p> <p>These programmes offer a comprehensive range of core and optional topics. Delegates combine taught courses with home-study and job-related project work. Call 0151 285 3656 to discuss your corporate needs in this area.</p>	

Clearer Thoughts Personal Development Courses

Course Title	Duration (Days)
Communication	
Communication Skills	1
Effective Communication on the 'Phone	1
Facilitation Skills	2
Giving a Presentation	2
Giving a Presentation Using MS PowerPoint	3
Report Writing	1
Report Writing Using MS Word	2-3
Personal Development	
Assert Yourself	1
Be More Assertive	1
How to Succeed at Job Interviews	1
Problem Solving	1
Time Management	1
Train The Trainer	3
Your Appraisal	1

Clearer Thoughts Personal Development Courses

Course Title	Duration (Days)
Customer Care	
Customer Care	1
Business Administration	
Introduction to Shorthand	10 x ½
Keyboarding Skills	10 x ½
Meeting Administration and Minute Taking	1
Super Secretaries	3