

SHORT COURSE - GENERAL



Maximising Personal Effectiveness

DATE: 12 SEPTEMBER 2011
TIME: 9.15AM - 12.45PM
COST: £95
TUTOR: MARY CURTIS
CALMERA BUSINESS
CONSULTANCY
VENUE: GTA ST PETER PORT
HOUSE

COURSE OUTLINE

This course will assist delegates to recognise the importance of:

- ◆ How I look
- ◆ What I say
- ◆ How I say it
- ◆ The impact I have on others
- ◆ Techniques for better communication
- ◆ Benefits of assertive behaviour
- ◆ Building up confidence and self belief
- ◆ Projecting a more confident image.



Tutor Profile: Mary Curtis' expertise covers both practical application of good people management skills and the delivery of a range of professional management and human resources training to a variety of private and public organisations, both in-house and externally run. Mary also provides 1:1 coaching for managers.

For further information please contact us or visit our website

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Maximising Personal Effectiveness

12 September 2011 • 09:15-12:45

£95

Delegate Name: Mr/Mrs/Miss/Ms	
Organisation:	
Contact address in full:	
Invoice details if different than above:	
Email:	Postcode:
Tel:	Fax:
HR contact details:	
<p>Objectives for the course In association with your line manager, please identify 3 key objectives you have in attending the course. These objectives should cover knowledge, skills and attitudes.</p> <p>1.</p> <p>2.</p> <p>3.</p>	
<p>I have read the terms and conditions below and enclose a cheque for £..... made payable to the GTA University Centre. <i>Please quote the course name and date in all correspondence.</i></p> <p>Signed: _____ Date: _____</p>	
I would like to receive further information on GTA courses.	BL/101/8090
<p>TO REGISTER: Please complete this registration form and return it with your payment, to the address below, quoting the course name and date in all correspondence. You will receive a letter of confirmation in advance of the course, if you do not receive one, please let us know.</p> <p>CANCELLATIONS: All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement. A substitute delegate can be named at any time.</p> <p>SPECIAL ARRANGEMENTS: If you have a disability and require special arrangements, please inform the GTA at the time of registration.</p>	