



Talent Development Training Module Options – 2 hour sessions

1.	Self-Leadership Taking charge of your life.	Recognising that you are responsible for your own success. You lead yourself before you lead others.
2.	Learning and Growth	How to develop a growth mindset and a framework for how to develop yourself.
3.	Attitude is Everything	The way you think determines outcomes is your life. How to develop a positive attitude that sets you up for success.
4.	The Magic of Passion	Discover your passion and find out how to use passion to your benefit at work
5.	Discovering your Purpose	What were you born to do? Why do you exist? What really matters to me? Find out the answers to these fundamental questions.
6.	Following your Dreams	Turn your purpose into tangible dreams that inspire and motivate you.
7.	Goalsetting – Executing and Implementing	How to develop short, medium and long-term goals to take you towards your dreams and to get things done.
8.	Time Management and Prioritisation	How do I know how to balance all the tasks and assignments on my plate? How do I learn which are most important and how to plan when to do what?
9.	Facing and Embracing failure	Failure is a vital part of life, yet no-one likes to fail. How do you turn failures into lessons that become stepping stones to success?
10.	Dealing with Fear	Fear can be a debilitating emotion and can be the obstacle that stalls your progress. How do I learn to face my fears?
11.	Self-Discipline - Habits	Talent and knowledge without self-discipline has hijacked many a high potential life. How do I put the right habits in place to open the way to my success in life?
12.	Office Etiquette	What are those little protocols that you need to know regarding, dress, communication, formalities, do's and don'ts that nobody teaches you when you start work.
13.	Decision Making and Problem Solving	Learn how to make good decisions and solve problems with useful practical tools. This is a critical leadership trait.
14.	Assertiveness	Learn the difference between passive, aggressive and assertive behaviour and communication. Learn how to say what you mean with confidence and assurance.
15.	Business Ethics	Integrity and honesty are often absent in work place behaviour. How do I act with integrity when the pressure to bend the rules is on? How do I live my values and the company values at work?
16.	Service Excellence	How do I create a service culture that recognises the value of the customer? How do I create a customer experience that creates loyalty and long-term relationships?
17.	Personal Efficiency and Effectiveness	Busyness and effectiveness are not the same thing. How do I find the best way to achieve things quickly and smartly?
18.	Resilience – Dealing with Adversity	How do you bounce back when tough times come your way? What principles can you put in place to be able to cope and also grow and thrive through tough times

19.	Being an Influencer		By definition, leadership is influence. It is the ability to change the way people think and act without exerting any pressure on them. What qualities do you need and how do you grow your circle of influence?
20.	Becoming a People's Person		People skills is the most critical business skill for any emerging leader or manager. This workshop is about building strong relationships and becoming the person that people want to work with or do business with.
21.	Motivating Staff		While acknowledging that intrinsic motivation is crucial to an individual's success, learning how to create a motivating environment (extrinsic motivation) that unlocks the inner drive of employees is a key skill for leaders.
22.	Unlocking your Potential		We all have untapped potential, inner strength, unused capability that needs to be unlocked to be able to perform at optimal level. How do you unlock that potential?
23.	Leading Teams		Teamwork and collaboration is the future of business. No individual can be as good as an effective team. How do you turn a group into a team? How do you create good team players and how do you lead such a team?
24.	Business Communication		With the digital age upon us, the world of communication has changed. How do you identify the right communication tool or mode to ensure that your message gets through and achieves its purpose?
25.	Thinking Strategically		Strategic thinks versus operational action is a neglected skill that separates leaders from managers. How do you learn to read the future, recognise opportunities and potential threats that the future brings?
26.	Presentation Skills		All leaders require the skill of communicating in a way that they are persuasive, clear, inspiring and challenging. This is about how to present your ideas confidently and skilfully using the right tools to enhance your message.
27.	Self-Belief		Sometimes we can be our own worst enemies. Self-doubt and fear can cripple the greatest ideas and plans. How can you build a healthy self-belief and confidence into your life?
28.	Situational Leadership		How do you know which leadership style is most suited to a particular situation? As much as you have a dominant leadership style, learn how to analyse a situation and then adapt your style to be able to get the best results.
29.	Managing Stress – Personal Wellness		What are the warning signs of stress? How can you deal with it? How can you be proactive about preventing stress?
30.	Personal Review and Reflection		How do you evaluate your progress, both personal and work related? What tools can you use? How do you do it?
31.	Dealing with Conflict		What is your style of dealing with conflict? Avoid, attack, ignore, negotiate? Find out how you can be better at resolving
32.	Business Writing skills		Written communication has basic protocols and requirements. Learn how to write good business letters, reports and proposals.
33.	Managing Up	NEW	Managing Up is your guide to the most valuable "soft skill" for your career. It's not about sucking up; it's about figuring out who you are, who your boss is and finding where you meet. It's about building real relationships with people who have influence over your career.
34.	Being a Person of Courage	NEW	Life lessons from "Hacksaw Ridge" a biographical war drama film about the World War II experiences of Desmond Doss, an American pacifist combat medic who became the first conscientious objector to be awarded the Medal of Honour, for service above and beyond the call of duty.
35.	The Difference Between Operations and Strategy	NEW	In today's competitive business world, effective managers need to understand the difference between the operational side of the business and the strategy side of the business. When that happens, managers will see ways they can play a role in each of these important aspects of the business and will begin to identify strategic opportunities.