



Full List of 'Essence of...' Titles Available

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1. Accelerated Learning – Design for
2. Appraisals
3. Assertiveness
4. Coaching
5. Communication
6. Conflict Management
7. Customer Care (Valuing our Customers)
8. Delegation
9. Financial Awareness
10. Influencing
11. Investors in People
12. Leadership Principles
13. Leadership – The Leadership Challenge
14. Managing Change
15. Meetings
16. Negotiating
17. Neuro-Linguistic Programming (Diploma Level)
18. Performance Management
19. Performance Reviews
20. Presentation Skills
21. Presentation Skills – Advanced
22. Problem Solving
23. Project Management
24. Recruitment and Selection
25. Relationship Selling
26. Report Writing
27. Stress Management
28. Team Briefing
29. Team Building
30. Team Leader Development
31. Team Working
32. Time Management
33. Train the Trainer.

