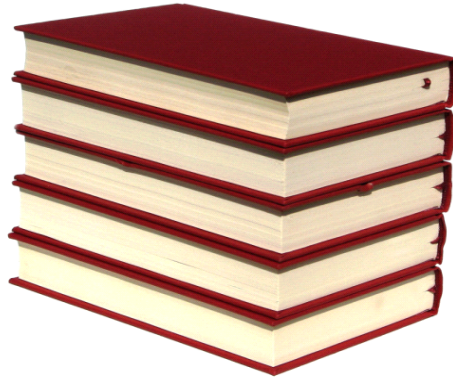


# Video Courses

## Personal Development



# Video Courses



## **Business Skill Videos – Personal Development Library**

**£225.00 + VAT**

Our Personal Development course group addresses the issues faced by anyone trying to balance work and personal life, including Resolving Conflict, Dealing with Non-Stop Change, and Overload in an Over-Wired World.

Career Development  
Communication  
Self Management  
Work and Life Balance

### **Career Development**

It is your responsibility to take charge of your own career path. Our career development programs will help you set goals, create an effective career plan and manage your own professional development and growth.

This series contains the following online videos: -

- Been There, Done That, Now What? 2 hours
- The Influence Edge and Your Career 12 minutes

Please contact us on 01142815718 for more information



CQM Learning Ltd 3 Westbrook Court Sharrow Vale Rd Sheffield S11 8YZ  
Telephone 01142815781 Fax 01142815785 [www.cqmlearning.co.uk](http://www.cqmlearning.co.uk)

# Communication



## Communication

Effective communication sets the foundation for individual and organizational success. When you master effective communication skills, you gain a great deal of power - the power to get things done. Our communication programs focus on building the key skills you need to communicate successfully.

This series contains the following online videos: -

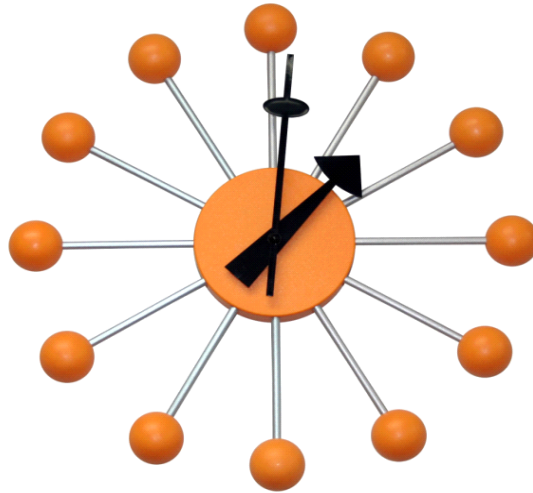
- Curing Common Meeting Ailments (Interview) 6 minutes
- Effective Business Writing 21 minutes
- High Performance Communication 20 minutes
- Keeping Meeting Participants Awake (Interview) 7 minutes
- The People Styles Model 20 minutes
- People Styles at Work 14 minutes
- Resolving Conflict 15 minutes
- Telephone Etiquette 23 minutes
- The Influence Edge and E-Mail 11 minutes
- Understanding Negotiation 20 minutes
- Working Wounded: Effective Business Presentations 3 minutes
- Working Wounded: Giving an Apology at Work 3 minutes
- Working Wounded: Leading a Successful Meeting 3 minutes
- Working Wounded: Making Group Decisions 3 minutes
- Working Wounded: Working Through Conflict 3 minutes

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# Self Management



## Self-Management

Successful organisations are made up of individuals who are continually focused on developing the right skills for their job. Our self-management programs will help you develop the skills you need now and for your future.

This series contains the following online videos: -

- Becoming More Assertive 23 minutes
- Business Protocol 17 minutes
- Creative Time Management for the New Millennium 19 minutes
- Dealing with Non-Stop Change 20 minutes
- Goal Setting and Action Planning 19 minutes
- Leap of Faith 17 minutes
- Self-Motivation Through Self-Talk 21 minutes
- Self-Talk First Aid Kit 20 minutes
- The Dynamics of Self-Talk (Interview) 13 minutes
- The Influence Edge and Change 16 minutes
- The Influence Edge Model 16 minutes
- Working Wounded: Dealing with a Messy Desk 2 minutes
- Working Wounded: Getting More Work Done 3 minutes
- Working Wounded: Office Politics 3 minutes
- Working Wounded: Performance Appraisals 3 minutes

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# Work and Life Balance



## Work and Life Balance

In today's hectic world, balancing work and personal life continues to be a constant challenge. We all want balance and we want it now. Our work lifestyle programs will provide you with up-to-date information on how to deal with today's issues faced by today's workforce.

This series contains the following online videos: -

- Child Care Selection 14 minutes
- Elder Care Selection 22 minutes
- Embracing New Technology 6 minutes
- Exhausted Single Working Parent 22 minutes
- Financial Planning for Elder Care 19 minutes
- Making a Case to Telecommute (Interview) 5 minutes
- Overload in an Over-Wired World (Interview) 6 minutes
- Telecommuting 21 minutes
- The Moral Dilemma of Success 8 minutes
- The Risks of Job Burnout 16 minutes
- Working Wounded: Connecting With Your Kids When Travelling 2 minutes
- Working Wounded: Information Overload 3 minutes

Please contact us on 01142815718 for more information



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