

COURSE LIST

High Performance Management,
Media and Communication Skills
Training

www.highperformance.ie

HIGH PERFORMANCE TRAINING

COURSE LIST

High Performance – World Class Tailored Training Solutions

COURSE LIST BY CATEGORY

MANAGEMENT SKILLS

- Achieve High Levels of Performance Management
 - Change Management Workshop
 - Essential Skills of Management – For Managers Who Know What They Don't Know
 - Facilitation Skills – Management Success / Team Achievement
 - From Supervisor to Super Leader
 - Front Line Manager
 - Improved People Management
 - Innovation and Creative Problem Solving
 - Leadership and Motivational Skills
 - Leadership Development
 - Mentoring for Business Success
 - New Manager / First Time Team Leader
 - Organisational Behaviour
 - Sharpen your People Management Skills
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- Coaching for High Performance – Develop a Coaching Style of Management
 - Decision Making and Problem Solving
 - Manage Effective Meetings Coaching and Professional Development
 - Master the Art of Relationship Management
 - One-to-one Career Coaching and Personal Development Modules
 - The Leader's Voice – Master the Art of Communication, Negotiation and Persuasion
 - Time Management – Time, Energy and Focus Management
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- Effective Team Building
 - Harmonise! Reduce Stress – Build Teams – Increase Productivity
 - Team Dynamics – Effective Team Building
 - Theatre Skills for Business – Abbeytisers
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- Finance for Senior Non-Financial Managers
 - Core Business Topics to Sharpen Your Focus
 - SMART Objectives – Smarter Performance

- Advanced Negotiation Skills
- Competency-Based Interviewer Skills for Organisational Success
- Evaluate and Measure Training Programmes
- Effective Written Communications
- Forte Communication Style Workshop
- Interviewee Skills – How to Succeed in Competency-Based Interviews
- Negotiation Skills – Sharpen your Negotiation
- Myers Briggs Self-Discovery Workshop

MEDIA SKILLS

- Broadcast – Radio and TV Interview Skills
- Media Communication Skills for Business
- Media Spokesperson Interview Skills
- Writing and Presenting Successful Speeches

COMMUNICATION SKILLS

- Advanced Presentation Skills with Voice Coaching
- Best Practice Presentation Skills
- Best Practice Workplace Communication Skills
- Communication and Assertiveness Skills
- Communication and Assertiveness Skills Part 2
- Communication and Assertiveness Skills Part 3
- Communicating for Performance
- Create Meaningful Messages with Clarity and Impact
- Harmonise! Reduce Stress – Build Teams – Increase Productivity
- Internal Written Communications – Communicate Effectively
- Negotiation Skills – Sharpen Your Negotiation Skills
- Personal and Professional Effectiveness Part 1
- Personal and Professional Effectiveness Part 2
- Personal and Professional Effectiveness Part 3
- Persuasion – The Power of Persuasion
- Stage Fright – Overcome Performance Nerves
- The Leader’s Voice – Master the Art of Communication, Negotiation and Persuasion
- Theatre Skills for Business – Abbeytisers
- Train the Trainer – Half-day Programme
- Train the Trainer – Deliver Outstanding Training Programmes
- Master Trainer – Three Day Programme
- Visual Aids – Use leading edge technology
- Voice Coaching for Total Communication

MASTERCLASSES

- Masterclass in Leadership Tools and Skills
- Managing the Generation Gap in the Workplace
- Effective Listening Skills
- Reading and Understanding Non-Verbal Communications
- Introduction to Emotional Intelligence
- Introduction to Innovative Problem Solving
- Think on your Feet

CREATIVE WORKSHOPS, TALKS AND COACHING

- Harmonise! Reduce Stress – Build Teams – Increase Productivity
- Abbeytisers – Energising sessions, 30-60 minutes
- One to One Coaching for Voice and Communication Style
- Theatre Skills for Business – Voice and Communication Skills Workshops
 - Theatre and Drama Skills – One-day workshop
 - Speak the Speech – The Power of the Spoken Word – One-day workshop
 - Making a Scene – Make a Play in a Day – One-day workshop
 - Introduction to Voice Skills: Half-day workshop
 - Long story short: Half-day workshop

CUSTOMER SERVICE SKILLS

- Customer Service Writing Skills – Putting the Customer First
- Deliver Superb Customer Service- Dealing with Vulnerable and Emotional Customers
- Dealing with Difficult Customers
- Effective Telephone Skills for Superb Customer Service
- Effective Email Writing – Communicate Effectively with Customers
- Essential Client Service Skills – Build Commitment and Loyalty
- Master the Art of Relationship Management
- Supporting Customers in Challenging Times
- The Customer in Distress – Relationship Management and Care

BUSINESS WRITING SKILLS

- Business Writing Skills for Greater Impact
- Customer Service Writing Skills – Putting the Customer First
- Editing and Proofreading for Professionals
- Effective Email Writing – Communicate Effectively with Customers
- Feature Perfect – Writing Articles for Publication
- Internal Written Communications – Communicate Effectively
- Letter Writing – Make Every Word Count
- Minute Taking Made Easy
- Professional Report Writing with Editing
- Technical Writing For Non-Technical Readers
- Senior Level Coaching – Report Writing
- Writing for the Web
- Writing and Presenting Successful Speeches

TEAM BUILDING, NUTRITION, ENERGY AND WELLBEING

- Increase Resilience and Improve Wellbeing
- Eating for Immunity and Why it Matters
- Food for Performance and Fitness
- Harmonise! Reduce Stress – Build Teams – Increase Productivity
- Prevent the Afternoon Slump
- Stress Management and Resilience Training
- Team Building for Success

C-SUITE SENIOR EXECUTIVE TRAINING

MANAGEMENT SKILLS

- Achieve High Levels of Performance Management
- Advanced Negotiation Skills
- Coaching for High Performance – Develop a Coaching Style of Management
- Competency-Based Interviewer Skills for Organisational Success
- Core Business Topics to Sharpen Your Focus
- Essential Skills of Management – For Managers Who Know What They Don't Know
- Essential Client Service Skills – Build Commitment and Loyalty
- Interviewee Skills – How to Succeed in Competency-Based Interviews
- Innovation and Creative Problem Solving

- Leadership and Motivation Skills
- Leadership Development
- Manage Effective Meetings
- Master the Art of Relationship Management
- Mentoring for Business Success
- Negotiation Skills – Sharpen Your Negotiation Skills
- Organisational Behaviour
- One-to-one Career Coaching and Personal Development Modules
- Sharpen your People Management Skills
- Sample Masterclass – The Power of Persuasion
- Team Building for Success

MEDIA SKILLS

- Broadcast – Radio and TV Interview Skills
- Media Communication Skills for Business
- Media Spokesperson Interview Skills
- Writing and Presenting Successful Speeches

COMMUNICATION SKILLS

- Advanced Presentation Skills with Voice Coaching
- Communicating for Performance
- Communication and Assertiveness Skills Part 2
- Communicate Complex Ideas and Messages
- Harmonise! Reduce Stress – Build Teams – Increase Productivity
- Master Level Presentation Skills and Communication Strategies
- Persuasion – The Power of Persuasion
- Stage Fright – Overcome Performance Nerves
- The Leader’s Voice – Master the Art of Communication, Negotiation and Persuasion
- Theatre Skills for Business – Abbeytisers
- Writing and Presenting Successful Speeches
- Voice Coaching for Total Communication

MASTERCLASSES

- Masterclass in Leadership Tools and Skills
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- Harmonise! Reduce Stress – Build Teams – Increase Productivity
- Team Building For Success

ADVANCED BUSINESS WRITING SKILLS

- Advanced Report Writing
- Business Writing Skills for Greater Impact
- Feature Perfect – Writing Articles for Publication
- Internal Communications – Effectively Written Communications
- Professional Proofreading with Editing
- Professional Report Writing with Editing
- Senior Level Coaching – Confidential Report Writing : One to one
- Technical Writing for Non-Technical Audiences
- Writing for the Web
- Writing Reports for Investment Committees

TO BOOK A COURSE CALL US ON **01 853 2215**