

# 30 WAYS TO MAKE MORE TIME



## AT A GLANCE:

**Course length:** 40-60 mins

**Video length:** 26 mins

**Languages:** English, Chinese, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Most people think they are efficient. But unless you know how to manage your time, it's unlikely you'll ever be fully effective.

## KEY INSIGHTS

Featuring James Nesbitt and Ralf Little 30 Ways to Make More Time uses memorable and engaging characters to highlight the issues surrounding time management – and how to address them.

“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

## BODY LANGUAGE AND ASSERTIVENESS



### AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, French, Hungarian, Italian, Spanish

#### Workplace Collection

Behavioural skills to help all employees succeed.

#### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

This course will help you improve your face-to-face communication skills through effective body language and assertiveness.

## KEY INSIGHTS

- **Assertive Versus Agressive** - Know the three types of behaviour: aggressive, submissive, assertive.
- **Assertiveness Tips** - Be Assertive. Be honest. Stick to the bottom line. Negotiate as equals.
- **Body Language** - DON'T: adopt 'status' positions behind desks; give aggressive eye contact; fold arms defensively; use closed hand gestures.

“ We all loved the Workplace Essentials which were very entertaining but also very informative.   
Travis Perkins ”

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

# DEALING WITH STRESS



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, Hungarian, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Pressure is a part of simply being alive: pressure is positive and drives us towards our goals. However, when the amount of pressure we are experiencing rises above what we believe we can cope with, it can easily turn to stress and that can be a very bad thing. This programme is all about limiting the potential stressors at work that can lead to damaging stress.

## KEY INSIGHTS

- **Stress and Delegation** - Delegate. Communicate. Avoid isolation.
- **Stress and Exercise** - Take exercise and allow yourself time for relaxation.
- **Stress and Prioitisation** - Establish priorities. Manage your time.

“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, Hungarian, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

You must have plans to run a successful business. There are long term strategic marketing ones, short term sales and production ones, and so on. The critical financial plan is the budget. Even though it is based on forecasts and on sophisticated assumptions and guesses, it is a commitment. When you make a budget, you commit yourself to a plan or standard of performance upon which lots of other commitments depend.

## KEY INSIGHTS

- **Constructing a Budget** - Set standards. Forecast sales and spend. Count costs. Be realistic.
- **Controlling a Budget** - Review. React. Revise.
- **Co-Ordinating a Budget** - Consult all departments. Negotiate.

*“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”*  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

# MAKING TIME



## AT A GLANCE:

**Course length:** 40-60 mins

**Video length:** 24 mins

**Languages:** English, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Make the most of your time to benefit your work and personal life. This highly motivational drama, addressed to individuals and team members at every level, focuses on three essential elements of time management: prioritising and planning, dealing with people, and working procedures.

## KEY INSIGHTS

By addressing these issues, Making Time can help people in any organisation see why they continue to have time management problems and how they can tackle them in a lasting and effective way.

*“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”*  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

## MANAGING PROJECTS AND PROCESSES



### AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, French, Hungarian, Italian, Spanish

#### Workplace Collection

Behavioural skills to help all employees succeed.

#### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

In this course you will learn about managing projects and controlling quality.

## KEY INSIGHTS

- **Controlling Quality** - Define it. Control it. Communicate it (listening as well as telling).
- **Defining a Project** - Define the team. Check you have the skills you need. Put it on paper.
- **Implementing a Project** - Keep each other informed. Don't hide problems. Don't blame – correct. Evaluate: the process and the benefits.
- **Planning a Project** - Allocate resources. Define roles & responsibilities. Set milestones.

“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

# MANAGING YOURSELF



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, French, Hungarian, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Most people think they are efficient; but unless they know how to manage their time, it's unlikely they will ever be fully effective. Poor time management can also have a knock-on effect on your colleagues and the team you work with.

## KEY INSIGHTS

- **Prioritising Your Time** - Plan your day. Set realistic deadlines. Anticipate problems.
- **Time Management and Interruptions** - Deal with people. Deal with interruptions decisively. Act assertively. Limit phone time. See others as a source of support.
- **Time Management Tips** - Organise your work. Do difficult things first. Cut the clutter. Complete one task before moving to the next.

“ We all loved the Workplace Essentials which were very entertaining but also very informative.   
Travis Perkins ”

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

# NEGOTIATING



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, Hungarian, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Wherever two people get together to do a deal, there's the possibility that at least one will end up feeling cheated, angry or resentful, even though both set out believing that they could achieve a mutually beneficial solution. This course defines and illustrates the main stages of a negotiation, showing useful techniques and demonstrating how emotional behaviour leads to totally unproductive rows.

## KEY INSIGHTS

- **Don't negotiate Separate Parts** - Don't agree to separate parts during a negotiation.
- **Getting a Fair Deal** - Avoid threats and ultimatums. Ask 'what if?' questions. Make it a fair deal for both sides.
- **Pitching High** - Start higher than your bottom line. Trade, don't concede.

*"We all loved the Workplace Essentials which were very entertaining but also very informative."*  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

ABOUT THIS COURSE

# THE BALANCE SHEET BARRIER

 **video arts**<sup>TM</sup>  
Longer lasting learning



## AT A GLANCE:

**Course length:** 40-60 mins

**Video length:** 27 mins

**Languages:** English, Chinese

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

Get to grips with the basics of business finance.

## KEY INSIGHTS

Starring John Cleese as the clueless company director and Dawn French as the streetwise owner of a small factory, this light-hearted programme helps take the fear out of financial documents.

“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, French, Hungarian, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

The aim of this course is to ensure customer-facing staff learn how their behaviour can be used to improve customers' attitudes, and help with sales opportunities. How people behave when dealing with customers or colleagues can determine the success or failure of any interaction.

## KEY INSIGHTS

- **The Power of Behaviour** - The way people behave is usually dictated by the way you behave towards them
- **Use Behaviour to Help or Hinder a Interaction** - You can use your behaviour to help a transaction by greeting people and using their names and with an attentive look and gesture.
- **You Can Choose How to Behave** - You can choose your behaviour it is not something you are born with.

“ We all loved the Workplace Essentials which were very entertaining but also very informative.   
Travis Perkins ”

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

# WORKPLACE GENERATIONS



## AT A GLANCE:

**Course length:** 15-20 mins

**Video length:** 2-3 mins

**Languages:** English, Chinese, French, Italian, Spanish

### Workplace Collection

Behavioural skills to help all employees succeed.

### What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

## ABOUT THIS COURSE

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.

## KEY INSIGHTS

- **Don't Believe in Myths** - Don't expect everyone to behave like their generational stereotypes. Most people want similar things from work, regardless of their age.
- **How to be a Colleague** - Don't be a millennial stereotype. Be present in meetings. Spend time face to face with colleagues – it's the original social networking.
- **How to Support Your Apprentice or Intern** - Even 'ignorant' interns possess useful knowledge. Be approachable and interested, help them learn, learn from them.

*“ We all loved the Workplace Essentials which were very entertaining but also very informative. ”*  
Travis Perkins

## WHO AND WHY

For any new member of staff looking for some just-in-time training on time management, budgets, stress, and other workplace issues.