

# Available Topics



## LEADING YOURSELF

- Career Management
- Ethics at Work
- Presentation Skills
- Stress Management
- Time Management
- Writing Skills



## LEADING OTHERS

- Attracting and Cultivating Talent
- Coaching
- Developing Employees
- Difficult Interactions
- Diversity
- Feedback Essentials
- Global Collaboration
- Leading People
- Leveraging Your Networks
- Manage Your Boss
- Meeting Management
- Performance Appraisal
- Persuading Others
- Team Management



## LEADING THE BUSINESS

- Budgeting
- Business Case Development
- Business Plan Development
- Change Management
- Crisis Management
- Customer Focus
- Decision Making
- Delegating
- Finance Essentials
- Goal Setting
- Innovation and Creativity
- Innovation Implementation
- Marketing Essentials
- Negotiating
- Performance Measurement
- Process Improvement
- Project Management
- Sharpening Your Business Acumen
- Strategic Thinking
- Strategy Planning & Execution