

Nutshell learning - engaging, succinct and effective bite-sized learning sessions

Our extensive range of 90-minute bite-sized learning sessions get right to the heart of the matter.

How else will you benefit?

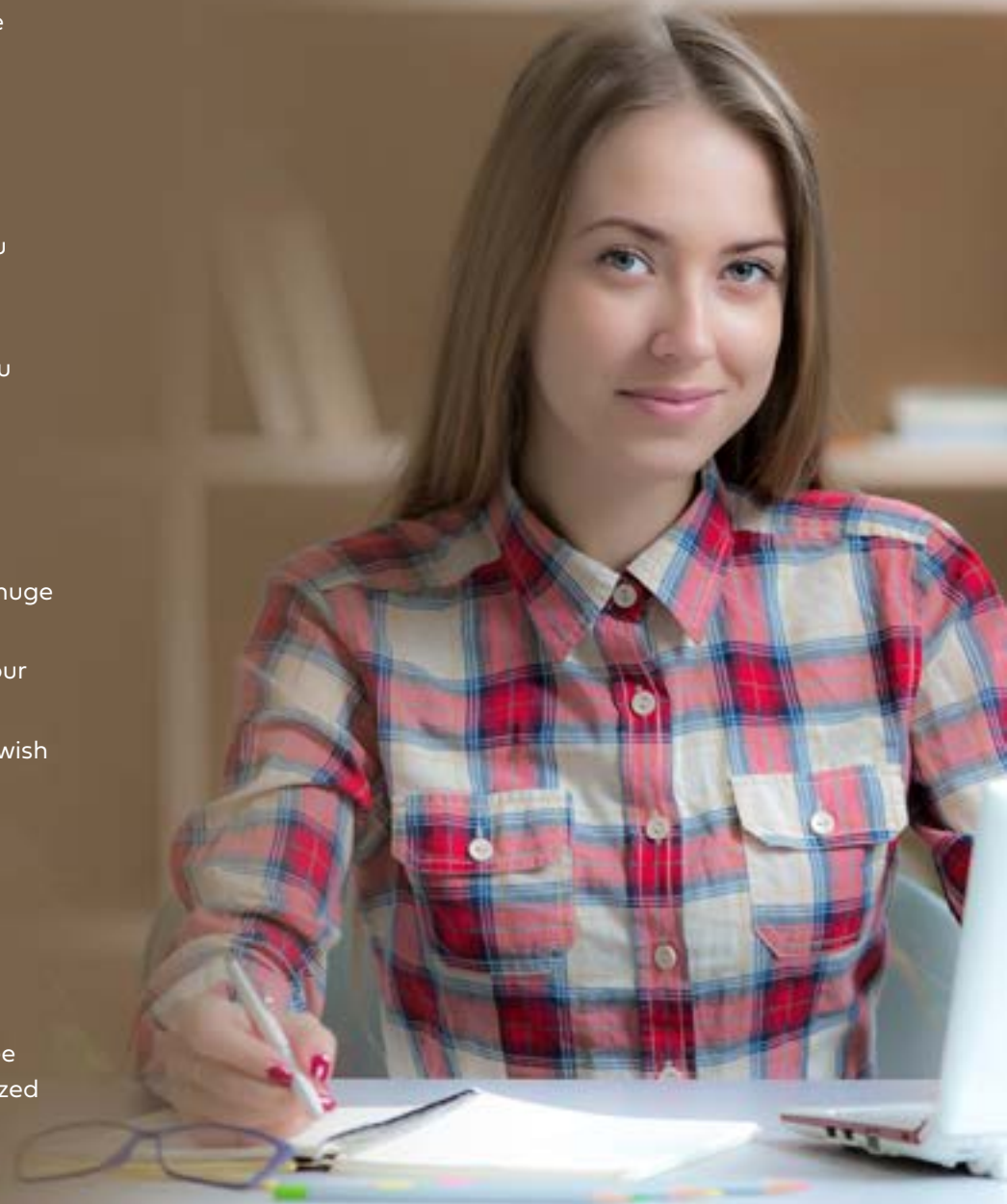
- Save time by only attending short sessions that focus on exactly what you need to know
- Save money with less time 'out of the office'
- Leave fired up and armed with the knowledge to put into action what you have learnt

So how does it work? Well, in a nutshell . . .

- Personalise your learning - Choose up to four 90 minute sessions from a huge range of bite-sized learning sessions to run over one day
- No travelling expenses - We deliver these over the course of one day at your venue
- Flexible - Your delegates may attend as many or as few sessions as they wish during the day
- Value for money - Up to 15 delegates per session at a competitive price
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Nutshell sessions

Choose up to four sessions per day from the options below. And if you can't see what you are looking for, call us. We are always adding to our range of bite-sized training sessions.



Avoid 'Death by PowerPoint' **

Words have incredible power. They can make people's hearts soar, or they can make people's hearts sore. Add in some dull PowerPoint slides and we have a recipe for an uninspiring and instantly forgettable presentation. Discover the secrets of how to deliver engaging and memorable presentations in this bite-sized session.

Listen with empathy

'Most people do not listen with the intent to understand, they listen with the intent to reply.' So said Stephen Covey in his masterpiece – The 7 Habits of Highly Effective People, nailing the problem in one. Listening is often cited as the most influential of behaviours and yet most of us are poor listeners. Empathy is trending at the moment, being touted as an essential quality of effective leadership. Find out what all the fuss is about and how you can develop your empathy in this bite-sized session.

Be more assertive

Struggle to say "no"? Find yourself holding back your opinion for fear of judgement or failure? "Confidence is not "They will like me"; confidence is "I'll be fine if they don't." We love that quote because it encapsulates the true meaning of assertiveness: freedom from the fear of others' judgement. Discover what assertiveness really is (clue: it's not aggression) and practise techniques in confidence building and being more assertive when dealing with others.

Your personality type - it's impact and how to influence others

Ever wondered why you find certain people difficult? If not, maybe they are wondering why they find you so tricky to get along with! The answer is simple really, we all just need different things from each other. Learn about the impact you have on others and how to communicate more effectively with all personality types in this engaging session. Wildly beneficial whether you are managing, selling or working as part of a team.

** These sessions are 180 minutes in duration (i.e., they cover two 90 minute sessions)



Creativity & Innovation

Quanta

Adopting the 5 key skills of innovators

Who do you see as an innovator? Steve Jobs? Einstein? Edison? And what is it that those people whom we see as creative, full of ideas and always innovating, do exactly? Trust us - it's not all down to natural talent or intelligence. Creative people think and behave differently, that's all. Learn how and unleash your potential with this inspiring and insightful session.

Personal Effectiveness

Spend your time wisely

Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein. And of course, this is undeniable. Learn how to achieve great things by knowing where you want to go and organising your time around getting there.

Practices of Highly Effective People **

Sow a thought, reap an action, sow an action, reap a habit, sow a habit, reap a character, sow a character, reap a destiny – in essence, our habits define us as individuals, and these habits dictate where we end up in life. This session explains the practices that successful individuals habitually apply every day, and how you can acquire these habits yourself.

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Positive Psychology and wellbeing

Quanta

Resilience 101: Be Mindful

Long before the shops were packed with colouring books for adults, psychologists were aware of the benefits to our wellbeing of being mindful. It's no coincidence that so many business leaders have practised meditation for years. This practical session will introduce you to the concepts, practices and benefits of mindfulness and how they can help you become more resilient. It also examines how you can identify and reframe unhelpful thinking patterns and develop a more optimistic approach to life.

Resilience 101: Meaning & Purpose

Why do you work? For money? For prestige and admiration? To make a difference or serve others? We are at an unprecedented time in history in which most of us find ourselves with a vast choice in what we do with our lives and careers, and yet most of us profess to be unfulfilled with our choices. Survey after survey shows how most of us are disengaged with our work. Learn how to bring more meaning to your current role or how to embark upon a journey towards finding a deeply rewarding and fulfilling calling.

Resilience 101: Thriving in Adversity **

The current champion of all buzzwords is beyond any doubt 'resilience' (mindful is not too far behind!). Developing resilience is a key skill required in both work and in our broader lives. Life is full of struggles and inevitably some of these knock us back. But there is much we can do to ensure that we are able to 'bounce back' from these setbacks. Drawing on the latest developments in positive psychology, this session helps you to explore tools and strategies to dealing with adversity and developing a resilient mindset.

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Team Work

Belbin explained and your Belbin role *

Meredith Belbin conducted extensive research over 10 years into what makes teams successful. His results were astounding, the most successful teams were not the most intelligent, nor the most experienced. In fact the most successful teams were those with a diverse range of skills and capabilities. He identified the nine key roles required to complete a successful teams, Identify your preferred team roles and appreciate the strengths of your colleagues. A full Belbin profile is included for each participant.

How to build an extraordinary team

From Steve Jobs to Lewis Hamilton, behind most examples of individual success sits an unseen team. Organisations such as Google and IDEO realise that collaboration is one of the key ingredients to success, creativity and problem-solving. So how does a high performing team behave and how do you go about building one? What can make a team dysfunctional and how can you fix a broken team? Find out all the answers to these questions in this bite-sized session. And we promise we'll try not to use the word 'synergy' whilst we explain.



* Additional fee per Belbin team role profile

Using coaching to develop your team

Research from Henley Business School has found that coaching is the top leadership development tool. And coaching's most popular tool is the ubiquitous GROW model. A deceptively simple yet stunningly effective technique that you can apply to yourself or use with your team. Get to grips with one of the most useful techniques for instigating personal change in this practical session aimed at managers who wish to develop their team and help them flourish.

The key to motivating people

What to know why money doesn't always make people work harder or the threat of punishment prevent unwanted behaviours? Need to know how to get the best out of your teams or motivate yourself? The keys to motivation have long been known and yet many organisations still fail to adopt them. This session draws on the latest developments in psychology and neuroscience to enable you to bring out the best in your team and truly engage your staff.

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The art of delegation

Delegation is a manager's greatest tool of leverage and delegation should be quite straightforward; after all it's not rocket science is it? There, I said it. So, what prevents us from delegating then? And why when we finally do pluck up the courage to do it are we so often disappointed with the results? Tackling the limiting beliefs that lie beneath our behaviours and examining the myriad of benefits that come from effective delegating, this is a punchy session that addresses one of management's greatest challenges.

Meetings – no agenda, no actions, no point! Running Effective Virtual Meetings **

If you had to identify, in one word, the reason why the human race has not achieved and never will achieve its full potential, that word would be 'meetings'. Learn why meetings are so often a waste of time; the right way to respond to invitations; and how to conduct meetings that result in decisions and actions, whether they are run virtually or in person.

The eight steps to successful change

We know you've heard it before, but clichés become so because of the truth at the heart of them and the phrase "the only constant is change" is heard on a daily basis from almost every executive in the country and yet it is said that over 70% of change initiatives are deemed failures. Using Kotter's famous model and bringing it to life using real life examples and compelling exercises, this succinct session will provide you with the boost you need to start thinking about.

Storytelling for inspiring leadership

To hell with facts! We need stories! Whether you are trying to connect with people and engage employees, instil your values, explain the need to change or inspire action, storytelling can be a powerful tool. Think about it: when you arrive home from work, do you regale your partner with the data from your latest KPI spreadsheet or say, "You'll never guess what happened today?", before launching into your amusing and surprising tale of office politics and corporate bureaucracy. Learn the power of stories in business and how to craft an engaging tale to make your point in this practical hands-on session.

Lean – Eliminating the seven wastes

Muda, Mura and Muri. "Pardon?" I hear you ask. Well, Muda is the Japanese word for waste and let's face it nobody likes wasting their time or money. Then there's Andon, Gemba, Kanban and 5S. Find out what all these wonderful words mean and start to plan to make your operations leaner, more efficient and all whilst improving the quality of your outputs, with our snappy introduction to Lean principles.

Decisions, decisions

In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing. A punchy session that will introduce you to a model of rational decision-making, identify your individual decision-making approach and shed light on the cognitive biases we succumb to that often lead to poor decisions. A must-have for anyone in a management position.

