



## Full List of Power Hour Training Topics

**All of our topics** have been designed with the face-to-face environment in mind.

Our **standard topics** tend to include extra material to run a session lasting anywhere between 90 minutes and 2.5 hours. They are supplied in editable format for £79 and in pdf format for £55.

Our Expert Sessions CAN be run in 1 hour (using the core material only) but all have half-a-day's worth of material in them. They are provided in editable format for £149 and in pdf format for £95.

Some topics have been redesigned to be **delivered virtually** too. These are indicated in the table below.

If you want to place in a shared drive for multiple facilitators to use, or to distribute them to you associates, please buy a MULTI-USER Licence. You can select Multi-user from the shop and in the notes, specify the topics you would like. [Learn more HERE.](#)

Title	Standard Session?	Expert Session?	Virtual Version?
Advanced Communication Skills		✓	
Assert Yourself	✓		
Build a High Performing Team		✓	
Build Effective Working Relationships		✓	✓
Build Resilience		✓	✓
Build Trust	✓		✓
Career Development Planning		✓	
Close the Sale	✓		
Coach People	✓		✓
Communicate (Face to Face)	✓		
Communicate (on the Telephone)	✓		
Conduct a Performance Review	✓		✓
Credible Leadership		✓	
Customer Service	✓		
Decision Making		✓	
Delegate!	✓		✓
Deliver on-the-job Training	✓		
Difficult Conversations		✓	✓
Empowering Leadership		✓	
Flexible Leadership		✓	
Give Effective Feedback	✓		✓



Title	Standard Session?	Expert Session?	Virtual Version?
Handle Complaints	✓		
Handle Difficult People	✓		✓
Handle Resistance to Change	✓		✓
Influence People	✓		
Introduction to Emotional Intelligence		✓	
Lead from a Distance		✓	✓
Leading Different Characters	✓		✓
Make a Presentation	✓		
Make Recommendations	✓		
Manage Conflict	✓		
Manage Stress		✓	✓
Manage the Impact of Change	✓		✓
Manage Transition in VUCA Environments	✓		✓
Manage Under-Performance	✓		✓
Monkey Management		✓	
Motivate and Engage People	✓		✓
Negotiate!	✓		
Overcome Objections	✓		
Persuasive Presentations	✓		
Plan Your Time	✓		✓
Practical Team Building	✓		
Prepare a Presentation	✓		
Prepare for a Performance Review	✓		✓
Problem Solving		✓	
Qualify Customers	✓		
Run Effective Meetings	✓		
Selection Interviewing		✓	
Set Meaningful Goals and Objectives	✓		
Shape the Future ( <i>Free sample</i> )	✓		
Starting to Lead	✓		✓
The Management Cycle (Introduction to Management)	✓		