

Upcoming AVC Open Courses

Communication Skills (1 Day Course) 17th March:

The communication process is delicate, which means it can be misinterpreted by receivers and therefore losing the initial message intended. This one day intensive course has been developed by our expert trainer in the field of communication. With a good mix of practical and theory the course is designed to develop effective communication skills, whilst highlighting the importance of non-verbal communication.

Time Management (1 Day Course) 24th March:

In today's busy world of business it is becoming more and more necessary to juggle a number of tasks and produce results in tight timeframes; maximise on your effectiveness and get the very best out of your working day with our one day Time Management course. This course shall equip you with the necessary skills to make the right choices when setting objectives and planning out your day-to-day work.

Presentation Skills (Advanced) April Date TBC:

Developed for the more advanced presenter this course shall enhance existing skills whilst introducing new techniques, enabling the delegates to deliver successful and powerful presentations. The course is made up of 25% theory and 75% delegate participation. This practical involvement is included, as people are more likely to apply what they have learnt if learning takes place in a participative manner.

Appraisal Skills - Appraisees (Half Day) March/April Date TBC:

Appraisal Skills - Appraisers (Half Day) March/April Date TBC:

Appraisals are a vital tool to ensure realistic and mutually agreed targets are set to benefit the supervisor, organisation and individual. Whether you are delivering or receiving an appraisal these half day courses are designed to ensure that you get the very most out of the appraisal process.

With appraisals fast approaching this is your opportunity to ensure you have the knowledge and understanding to effectively plan and communicate throughout the appraisal process.

For more course information, please contact **Leanne Cooper** on **01224 248007** or e-mail **lcooper@avcmedia.com**.