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The Jumping Boy's Top Tips for August

I hope you are having a great Summer? Like all good businesses we have to plan ahead. September is coming and Kent Trainers' open programme will soon be back in full swing after the summer break. Here is a taste of what is coming up next month at Chilston Park near Lenham.

- [Digital Marketing](#) - 5th and 6th September (2 day course)
- [Minute Taking](#) - 8th September
- [Telephone Sales](#) - 12th September
- [Management Programme](#) - 15th, 22nd and 28th September (3 days)
- [Team Leadership](#) - 19th and 20th September (2 day course)
- [Supervisory Management - Introduction to First Line Management](#) - 20th September
- [Presentation Skills](#) - 20th September
- [Time Management](#) - 21st September
- [Sales Negotiations](#) - 21st September
- [Recruitment and Selection](#) - 27th September
- [Communicate Assertively and with Confidence](#) - 27th September
- [Managing Poor Performance and Difficult Behaviour](#) - 28th September

How can you achieve more from your business?

Running your business is tough enough without the pressure to achieve more and more. How many times have you been told 'If you're not going forwards then you're going backwards.'? Sometimes it feels the more you do, the more stressed you feel and the

more mistakes you risk making. How can you break out of this cycle?

Pause with Purpose

The answer is simple: do less. Not putting your feet up and doing nothing, but actively making time to “pause with purpose”.

Once a week, pick up a pen and notebook, leave your phone and find somewhere you won't be disturbed. Maybe a meeting room, an empty office or even a nearby coffee shop - if your office is like ours, you'll get a better coffee!

Take an hour to focus on a critical part of your job: thinking strategically. What's coming up? What are the issues nobody is thinking about? What's around the next bend?

Control, Management, Leadership

Too often, events catch you unaware, forcing you to react. This isn't control. It's not management. It certainly isn't leadership.

So why don't more managers take an hour each week to think through “what are we missing?” The answer is simple: it doesn't feel like real work. It can't be; it's sitting drinking a cup of something and looking at a blank page.

Control, Management and Leadership skills can be learned

You can learn more about simple management techniques like this on our [3 day Management Programme](#) and our [1 day Introduction to First line Management course](#) being held at Chilston Park this September. Contact us at the number below for more details.

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