

kenttrainers

The Jumping Boy's Top Tips for June

A selection of courses coming up at Chilston Park, Lenham.

- [Senior Leadership \(2 days\)](#) - 7th & 8th June. **ILM Recognised.**
- [Coaching and Mentoring](#) - 9th June
- [Team Leadership \(2 days\)](#) - 12th & 13th June. **ILM Recognised.**
- [Internal Auditing for Quality Management](#) - 13th June
- [Reception Skills - the face of your organisation](#) - 14th June
- [Administrator and Office Management Skills](#) - 20th June
- [Minute Taking with Confidence](#) - 21st June
- [Communicate Assertively & with Confidence](#) - 29th June

Thriving in uncertain times

There are a lot of causes of uncertainty around. Brexit, a general election, unpredictable world leaders to name just a few. One thing business does not like is uncertainty, but uncertainty brings with it opportunities. How do you make sure you are in the position to take advantage of them?

Making sure your business can take advantage of opportunities starts at the top. Our [Senior Leadership Programme](#) looks in depth at all aspects of leadership, sharing vision and trusting others in the business to build on the plans. You will learn how to set the strategic direction for your team, communicate your message effectively and ensure successful outcomes through clear and effective leadership.

If you lead a team within an organisation, you need to ensure they work effectively together. Our [two-day Team Leadership Course](#) will help you explore a range of practical management leadership techniques to lead, encourage & inspire performance from your teams.

Valuing staff and their contribution is another fundamental facet of management. It can be easy to forget to praise and encourage, particularly in hard times. Our [Coaching and Mentoring course](#) is designed for people (manager or not) who work with colleagues and needs to be able to understand how to get the best out of them - and themselves. It provides you with some highly effective coaching and mentoring skills.

You may have your management of people sorted, but what about your management systems (ISO 9001 etc)? Our [Internal Auditing course](#) will provide you with clear understanding of the Quality Management process, how to make sure it is working effectively through audit and how to use it to improve your business.

You can find out more about all the courses offered by Kent Trainers on our [website](#).

Remember **REGISTERED CHARITIES** receive a 15% discount off the advertised price of the course.

Please do not reply directly to this message as there will be a long delay in us receiving your message. If you would like to contact us please send a message to info@kenttrainers.co.uk.

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Find out more about our full training programme at www.kenttrainers.co.uk, or call our office on 01732 808185.

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