

# Bitesize Learning and Development Programme

In our busy and hectic work environment with constant emails, phone calls and meetings, it can be difficult to find time for a two-day, or even a one-day training course. The bitesize programme has been designed to enable learning and development within an organisation in 90 minute chunks.

There are eight suites, each comprising several modules. A suite can be done in sequence or participants can select modules from across the suites. Participants can do as few as one or as many as twenty, depending on specific needs and time allowance.

The modules are run as 90 minute workshops with experienced British Council trainers for enhanced learning and development. You can run them as breakfast, lunchtime, afternoon or evening events or as part of a staff away day. You can even run multiple modules in a day.

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## The Connector

**Better connect with your team, clients, staff or colleagues and build stronger, more positive relationships**

- Counselling in the workplace
- Coaching in the workplace
- Flexing your communication style
- Listening skills
- Overcoming communication barriers
- Understanding communication styles
- You and your voice
- Effective networking

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## The Well You

**Better manage your own emotions and reactions in the workplace.**

- EQ-Knowing yourself
- EQ- Managing your behaviour
- Increase your empathy
- Mindfulness
- Managing your stress

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## The Thinker

**Improve your creative thinking, lateral thinking and problem solving skills.**

- Better brainstorming
- Problem solving
  - Unlocking the problem
- Unlock your creativity
- Storytelling

### The Communicator

**Develop your communication skills to speak with greater confidence in any situation and better understand others**

- The art of asking questions
- Successful public speaking
- Assertive communication
- Making meetings work
- Giving constructive feedback
- Understanding verbal and non-verbal communication

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### The Teamster

**Enhance your ability to motivate and enthuse your staff as well as deal with conflict when it arises**

- Forming your project team
- Getting support for your project
- Motivating your project team
- Setting up a project successfully
- The multi-generational team
- The multi-cultural team
- Managing your team's creativity
- Managing conflict in your team
- The benefits of diversity in a team

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### The Influencer

**Better influence those around you and build more positive relationships**

- Mentoring in the workplace
- Positive influencing skills
- Building rapport
- Building trust
- Negotiation skills
- Motivational techniques
- Success with presentations
- Success with presentations: Upping the ante

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### Working with Change

**Develop Skills, strategies and ideas to overcome difficult situations and cope with challenges and change in the workplace.**

- Dealing with difficult people
- Learn to facilitate
- Having difficult conversations

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### The Best of You

**Make the most of yourself and your skills. Enhance your performance, increase your productivity and feel good about what you are doing**

- Assertiveness
- Coping with Criticism
- Overcoming fear of public speaking
- Managing your work-life balance
- Managing your time
- Optimistic thinking