

# BITESIZE 90

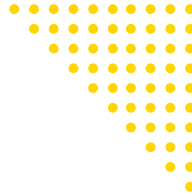
A unique training programme that  
saves time and solves problems!



In our busy work environment, it can be difficult to find time for a full-day training course.



The Bitesize 90 programme has been developed to enable learning in 90-minute chunks. You can use Bitesize to introduce a topic or as a refresher after attending one of our workshops.





‘St. John has been running leadership courses...with the British Council being instrumental in designing the modules that catered to our needs. They have sacrificed many hours in meeting up with principal stakeholders. As St. John Singapore has evolved ... the courses also evolved to the needs of the ever changing institution.’

**Donald Teh**  
Head Advance Training, St. John Brigade Singapore

## INTERPERSONAL BITES

Speak with confidence, build more positive relationships and better connect with people.



### INTERPERSONAL COMMUNICATION

- Assertiveness
- Coping with Criticism
- Dealing with Workplace Conflict
- Effective Networking
- Influence and Persuade People that Matter
- Learn to Facilitate
- Learn to Influence
- Listening Skills
- Mastering the Art of Presenting
- Motivational Techniques
- Overcoming Fear of Public Speaking
- Prepare to Negotiate
- Presentation Fundamentals
- Storytelling
- Successful Public Speaking
- The Art of Asking Questions
- The Multi-Generational Team
- Understanding your Communication Styles
- You and Your Voice

## PERFORMANCE BITES

Develop creative thinking, self-awareness and problem-solving skills.



### PERSONAL PERFORMANCE

- Better Brainstorming
- Critical Thinking
- EQ – Knowing yourself
- EQ – Manage your Behaviour
- Increase your Empathy
- Managing your Stress
- Managing your Time
- Mindfulness
- Problem Solving – Unlocking the Problem
- Projecting a Professional Image
- Setting Goals
- Unlock your Creativity

## LEADERSHIP BITES

Build a stronger and more motivated team and deal with difficult situations more effectively.



### LEADERSHIP COMMUNICATION

- Coaching in the Workplace
- Counselling in the Workplace
- Difficult Conversations
- Facilitating Change
- Forming your Project Team
- Getting Support for your Project
- Giving Constructive Feedback
- Mentoring in the Workplace
- Motivating your Project Team
- Setting up a Project Successfully

## BITESIZE 90

Example bundle



### FEATURES

- 90 minutes long
- Wide range of activities
- Each module has four sections
- Option to deliver the workshops face-to-face or virtually



#### DEFINE

Determine the issue(s) that needs solving, skills that need refining or area that needs developing.



#### INFORM

Models, theories, tips, techniques and strategies to use in the workplace.



#### CONNECT

Role plays, exercises and interactive activities to put the learning into practice.



#### RESOLVE

Reflect on learning and make a commitment to apply it at work.

### BENEFITS

- Quickly upskill employees with each mini topic
- Immediate impact on work as the modules are rooted in real work issues
- Length of modules means that the units can be done during the work day with minimal impact on other tasks
- You can plan your own pathway through the units to fit your own business needs



Workshops

[www.britishcouncil.sg/pdc/bitesize90](http://www.britishcouncil.sg/pdc/bitesize90)



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