DAY 1

Improve Your Effectiveness at Work: Better Reading and Note-Making

- Your Brain Skills
- How to be a *'Successful'* Reader
- How Mastering Note-making Skills Can Help Your Career
- Mind-mapping as a Note-making, Planning, Thinking and Memory Tool
- Mind-mapping Software

DAY 2

Memory Magic: How to Remember Things?

- Your Memory Potential *(How good is your memory?)*
- Memory Systems Explained *(The Power of Stories and Imagination)*
- Remembering Names
- Memory at Work
- Remember What You Read *(Strategies for Fast, Effective Reading)*

DAY 3

Better Working with Other People

- Barriers to Effective Communications
- Strategies for Improving Communications with *"Difficult"* People
- The Powerful Influence of *'Body Language':* Speaking without Words
- Giving and Receiving Feedback: The Risks and the Benefits
- Getting Your Point Across: Know What to Say and When to Say It

DAY 4

Results-oriented Time Management Strategies

- Identifying and Dealing with Time-wasters
- Handling Interruptions *(How to protect your productive time?)*
- Planning *(What you have to do?)*

- Prioritisation *(What you must do first?)*
- Save Time When Planning a Presentation

DAY 5

Using Core Skills at Work

- Making a Presentation
- Thinking and Working in Teams
- How We Learn – and What We Need To Do to Avoid Forgetting
- Tips for Handling Information Overload at Work