

2008 Seminar Programme



Knowledge & Efficiencies - Developing the Capability Inside the Organisation

We all train to do the job we are required to do, this seminar will consider the areas we are often simply expected to know and be good at. From objectives to appraisals, mentoring to training programmes this will be a practical half day where delegates will work together to identify how to develop the capability of the organisation.

- Time management - simple methods to improve efficiency
- Personnel management - how to avoid the negative 'mountains from molehills' situation
- Using the Personal Development Plan Process to meet business and individual needs
- Adopting a partnership approach - what a difference networking could make to revenue
- Why and how to critically appraise our internal processes and cut out cost
- Succession planning - identifying and developing our successor so we can move up, or on
- Motivating staff - ideas to improve performance
- How to encourage everybody in the organisation to promote our service or products

Date	Location	Seminar Code
11 November 2008	Haydock	KEH4
23 October 2008	Blackburn	KEB4
15 October 2008	Leeds	KELS4
5 November 2008	Durham	KED4

These seminars run from 9.30 - 12.30 - **Book online** www.boreaspartnership.co.uk.

Price £95 non-members, £75 members plus vat (A discount of 15% will be applied to bookings of more than 3 people on the seminar. A discount of 15% will be applied to any delegate booking onto three or more seminars).