



Trainer's Portfolio CDs

Instant knowledge at your fingertips

The Trainer's Portfolio series of CDs are designed to be used by training specialists for the formulation of development strategies and the design of high quality learning interventions.

These resources contain an extensive range of topics that have been written by a team of learning & development specialists. Each CD is bursting with information and ideas including leading thinking, models and strategies, good practice examples and top tips. There is also an extensive toolkit for trainers, which includes activities, diagnostics, handouts and slides. These are all ready to use and are provided as standard Word documents that can easily be customised and amended to suit your own requirements.



Creating Great Teams

Teams are a major building block for all organisations. This resource looks at the different types of team, the difference between a group and a team, and some of the issues that are worth considering when creating really great teams.



Interpersonal Communication

Effective communication is a key skill that is vital for personal, team and organisational success. This resource looks at listening, writing and speaking skills, along with information on negotiation and presentation techniques.



Leadership

This resource will help foster exceptional leadership throughout your organisation. It looks at leading thinking, with diverse ideas and theory, and provides a range of practical models and tools that can be tailored for your application.



Change Management

Change management concerns the ways in which organisations alter their culture, strategy and values to cope with new challenges. This resource looks at the impact of change, and provides tools and strategies to help manage this.



Coaching & Mentoring

Coaching and mentoring promote self-reliance, self-confidence, self-awareness and learning for individuals. This resource contains useful case-studies, outlines of coaching workshops and many other valuable materials.



Developing People Effectively

People development is essential to an organisation's growth, and to retaining a competitive advantage. This resource sets out the theory and practice of development and offers clear guidance on methods and key issues.



Negotiation & Influencing

Influencing and negotiating are key skills in business, as well as life in general. This resource looks at the origins of influencing and negotiating, the sources of power and a number of techniques for increasing your personal influence.



Performance Management

Performance management is the art of aligning individual performance with organisational objectives. This resource looks at the development of performance management, why it is important and some of the key issues to be considered.



Project Management

Project management is a practical discipline designed to ensure the successful completion of a project by planning, organising, directing and controlling. This resource covers the theory of project management and offers practical guidance.



Corporate Social Responsibility & Ethics

Being socially responsible is an important issue in today's world. This resource provides an overview of the topic of CSR, with models, strategies and tools that will be useful in putting together a framework for your organisation.



Customer Care

Effective customer care is a foundation of good business practice. This resource looks at the case for customer care strategies, and at the advice of a range of practitioners on how best to keep your customers loyal and profitable.



Career Management

This resource provides an overview of Career Management both from the point of view of the organisation and the individual. There are sections looking at theory, as well diagnostic tools and many other useful resources.



**Trainer's Portfolio CDs cost
£125.00 + carriage + VAT each**

Purchase additional titles or the whole series together and benefit from further discounts

- **Buy 2 titles and save 10%**
- **Buy 4 or more and save 20%**
- **Buy 6 or more and save 30%**

Accelerated Learning

Discoveries into the science of how the brain learns have started to challenge traditional methods of designing and delivering learning activities. Accelerated learning places the learner - rather than the material - at the heart of the learning process.

Analysing Development Needs

This resource will assist you with analysing development needs at individual, departmental and corporate levels. There are flexible diagnostics, interventions and methodologies that can be used to reinforce T&D policies, culture and approach you want to foster.

Facilitation

Facilitation is literally the practice of making things easier. It involves guiding group processes to help a group to achieve a purpose. This resource explores facilitation at all levels of experience, from trainers or human resource specialists to managers.

Managing Diversity

Managing diversity is a vital strategy for success. Getting it right will improve an organisation's responsiveness to the increasingly diverse and global market, and bring about the recruitment and development of a dynamic, talented workforce.

Management Development

The role of manager is pivotal to the success of any organisation. Without targeted support and development the valuable skills potential of managers can be wasted. A carefully designed and implemented management development programme will help you to maximise this potential and make a positive impact on the bottom line.

Recruitment & Selection

This resource will aid you in the transformation towards a talent-rich organisation. It looks at the key issues to consider when developing a recruitment and selection strategy that will nurture talent and set the basis for positive growth in your organisation.

Strategic HR

This resource looks at the concepts and practices involved in implementing HR activities strategically, with diagnostic tools, models and strategies to help develop this within your organisation.

Talent Management

This topic offers information on the acquisition and retention of talent, and addressing the shortage of skilled workers in the modern economy. It looks at why the acquisition and retention of talent is such a major issue, and what the best practice strategies are.

TO ORDER

please contact:

IOL (UK) Limited

t: 01884 821870

f: 01884 829168

email: info@iol-uk.co.uk

www.iol-uk.co.uk