

# Direct Focus Seminar Series



**The Direct Focus Seminar Series** are short 60 to 90 minute presentations that can be delivered as morning, lunch, afternoon or evening sessions. The seminars are delivered on-site at your premises **for a maximum 25 people**. Some of the topics we cover are listed below but we can tailor make any of our full day courses into a short presentation or design a session to suit your requirements.

## Presentations

- Meetings Management
- Time Management
- Personal Management
- Presentation Skills
- Stress Management
- Minute Taking
- Organisational Skills
- Effective Teams
- Workspace Management
- Working in Open Plan Office
- Email Etiquette
- Managing Priorities and Tasks
- Dealing With Interruptions
- Planning and Goal Setting
- Document Management
- Delegation Skills
- Email and Calendar Management
- Assertiveness Skills
- Dealing With Difficult People
- Working Effectively in a Team
- Negotiation Skills
- Difficult Conversations
- Understanding Body Language
- Active Listening Skills
- Business Etiquette
- Exceptional Client Service
- Giving and Receiving Feedback
- Business Writing Skills
- Managing Anger
- Handling Difficult Callers
- Email & Calendar Management
- Communicating Effectively
- Cultural Awareness in the Workplace
- Multi Generational Teams

We offer discounted rates for two or more sessions. For full presentation outlines and pricing contact us on **1300 783 987** or email **info@organisingplace.com.au**