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Rapid Skill-BUILDER® Booklet Library Cost Effective Employee Development Resources

Top organizations provide robust employee development opportunities, boosting the organization's productivity and enhancing workplace satisfaction. Even for medium-sized companies, providing quality training and development opportunities targeted at specific employee development goals can be challenging. The Worldwide Centre for Organisational Development (WCOD) fills this gap by providing high quality, action-oriented training materials in the **Rapid Skill-BUILDER®** library. WCOD is currently offering a full library of training booklets on 42 topics:

- Assertiveness
- Benchmarking
- Budgeting skills
- Change Management
- Coaching
- Complaint Handling
- Conflict Resolution
- Corporate Ethics
- Creativity and Innovation
- Customer Service
- Delegation skills
- Developing potential
- Diversity awareness
- Emotional Intelligence
- Giving construction feedback
- Goal/Objective Setting
- Imp. financial performance
- Influencing Others
- Interviewing/Selection
- Leadership skills
- Listening
- Learning Styles
- Marketing skills
- Meetings management
- Negotiating skills
- Networking
- Personal Effectiveness
- Poor Performance handling
- Performance measurement
- Presentation skills
- Problem Solving
- Process improvement
- Project Management
- Risk Management
- Safety effectiveness
- Sales Effectiveness
- Strategic planning
- Stress management
- Team Building
- Team Communication
- Telephone Excellence
- Time Management

Each twelve (12) page booklet succinctly summarizes the subject area with a practical overview, action checklists, templates and practical content that employees can readily understand and apply in their own workplace. Every Rapid Skill-BUILDER® booklets first outlines the topic and ultimately includes an application template (usually with a form that can be used repeatedly) that helps individuals to apply the learning (via a simple outline process) in their own work situation. In the middle 10 pages, the topic is described in six stages, with text, diagrams and charts to help readers quickly appreciate the information or the points being made.

WHAT DO YOU GET?

After paying the annual fee, any number of individuals in a manager's organization site can print unlimited booklet titles (from the library of 42 titles) for each license year at 80% off the normal retail price. All booklets are supplied via the www.ReadyToManage.com web site.

WHAT'S NEXT?

To take up this offer, or for more information, simply e-mail Anne@OD-center.org with your name, company and address, phone details. We will then contact you.

KEY DISTINGUISHING FEATURE

"PDF printable booklets on 42 topics, summarized in just 12 pages, for less than a cup of coffee each."

For 15 years the Worldwide Centre for Organisational Development has been offering its clients best-practice people-based research, consulting services and on-line tools to help maximise human potential. WCOD and www.od-center.org (the main web site for the business) are located in Los Angeles, California but with offices also in Australia and the UK.



WCOD, 5 The Hermitage, Portsmouth Rd, Kingston, Surrey, UK KT1 2LZ
Telephone: +44 0845 130 9385 Fax: +44 0870 759 8384 Web: www.OD-centre.org