



Apart from project management, what do you do?

We are frequently asked what else we do besides project management. Below you will find a list of what else we do.

Please click [here](#) if you want more information.

Business communications:

- report writing
- communication skills
- negotiation skills
- dealing with pressure and stress
- developing personal impact
- handling conflict
- influencing & persuasion
- meeting skills
- presentation skills
- assertion skills

Management & Leadership

- managing remote teams
- performance management
- coaching skills
- delegation and empowerment
- facilitation skills
- management and leadership styles
- problem solving and decision making
- time management and prioritisation
- supervisory skills for team leaders
- team development

Professional Office Administration

- minute taking
- reception skills
- organising events and conferences
- success skills for PA's
- administrators and secretarial skills
- telephone skills

HR & Training Skills

- performance appraisals
- recruitment and selection interviewing

- train the trainer
- assessor training

We would be delighted to hear what your needs are so why not contact us? Call 020 8446 7766 or click [here](#).

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