



# 1 Hour Business Skills Seminars

**interactive & experiential activities**

**new economic challenges require more creative, perceptive problem-solvers**



\*Lunch is not provided

**Who:** colleagues, co-workers, staff, teams, other employees

**When:** your lunch hour

**Where:** your meeting room in Toronto and GTA

**Why: EMPOWERMENT! Improve personal skill set.**

## CHOOSE FROM 21 INDIVIDUAL SEMINARS:

### Self-Awareness - Self Improvement

- How Successful am I?** – investigate 5 areas of accomplishments
- Don't Miss a Thing!** – improving levels of perceptiveness, noticing, and observation skills
- Relax & De-Stress** – methods of calming and releasing tension
- "Tick-Talk" Time Management** – honour and use your time more efficiently

### Creativity

- Secrets of Creativity** – Why you are in the box and how to get out!
- Brainstorming** – endless streams of ideas using thinking enhancers
- Spontaneous Creativity** – go beyond your limits of imagination
- New Connections Between Old Ideas** - think about ordinary things in unordinary ways

### Higher-Level Thinking

- Analyze This!** – improve analytical skills
- Convergent-Divergent Thinking** – convert details into BIG ideas
- SCAMPER Model of Problem Solving** – trigger words that assist thinking

### Communication

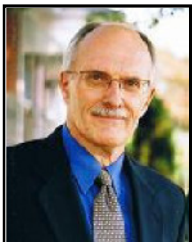
- Confidence in Public Speaking** – control your audience, boost confidence
- Free-Flow Writing** – getting ideas down before they are lost
- Your Body Language Says a Lot** – do's & don'ts of body movements & actions

### Researching

- How to Do an In-Depth Study** – step-by-step instructions
- Handling Differing Points of View** – seeing differences positively
- Investigating Backwards** – learn CSI-type methods

### Leadership

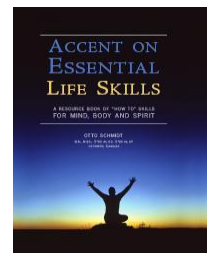
- Complaining Effectively** – achieving a win-win situation
- Emotional Maturity** – rate yourself and others
- Handling Criticism** – how to give it and take it positively
- Elements of Leadership** – factors that make a great leader



**Only \$110 per Seminar**

(includes up to 12 participants, additional @ \$10 ea.)

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See more business staff development opportunities at: [www.AccentonSkills.com](http://www.AccentonSkills.com)

**"We add value to people who then add value to their work."**