



LITE BITES

You have a specific need

Perhaps it concerns a special requirement or you need a short training session which is tailored to a specific group?

Let us create a Lite Bite business training course for you and your organisation.

Participants are instantly involved in practical exercises and enjoy the training, leading to effective results. Lite Bites can be held in-house or at a convenient location, slotting into your busy work schedule. Lite Bites can be run for any duration and for any number of people. Clients often find slots that run for 1.5-3 hours most effective.

Here are some examples of the types of learning we can organise for you:

1. **Stress Out/Confidence In** – Turns stress and harassed staff into confident, relaxed and more effective individuals, using physical relaxation and breathing techniques.
2. **Speaking Up** – Improves participants' vocal skills by exploring how the voice works and learning special effective vocal techniques.
3. **Speak Up on the Telephone** – Teaches individuals to come over confidently, fluently and empathetically on the telephone.
4. **Creative Presentations** – How to create memorable presentations without PowerPoint.
5. **Brief Encounters** – Improved communication skills by learning techniques for meetings, better body language and improved vocal skills.
6. **How Do You Do?** – Teaches individuals meeting, greeting and conversing skills and how to put others at ease. Never again will these participants feel lost for words!
7. **Perfect Pitch** – Provides critical and practical insights for those pitching on the day.
8. **Personal Impact and the WOW factor** – How to stand out from the crowd, make a positive impression and wow that audience!

Cathie Cowan, Director of Service Development at Fife NHS Board attended a Lite Bite in making creative presentations. This is what Cathie had to say:

Stimulating, informative and above all fun – three ingredients necessary to promote learning and understanding.

We don't teach you your business – we teach you ours