



# LITE BITES

**Do you have a specific need that voicebusiness could help with?**

**Perhaps is it is a special requirement or group of people?**

**If so, we would be delighted to organise a specially tailored Lite Bite business training course for you and your organisation.**

We have done this many times before. 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. **Speak 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** – People and PowerPoint – Shows how to create memorable presentations with or 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 insights for those who pitch for business contracts.

**Cathie Cowan, Director of Service Development at Fife NHS Board attended a Lite Bite in making creative presentations run for the Scottish Leadership Foundation. This is what Cathie had to say:**

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

If you think a Lite Bite could help your business, please do give us a call. We would be delighted to prepare a proposal for you.

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