

COURSES AVAILABLE

Email us at info@buon.net or phone +44 (0) 7762709377

Leadership & Management

Leadership essentials (2-3 days)
From technical expert to leader (3 days)
Complete course in managing people (5 days)
Communication skills for leaders (2 days)
Strategic thinking & planning (3 days)

Communication Skills

Communication skills (1-3 days)
Business writing (1-2 days)
Presentation skills (1-3 days)
Train-the-Trainer Course (3 days)
Interview Skills (1-3 days)

Mediation & Conflict

Conflict resolution (1-3 days)
Mediation-4-Managers (2 days)
Professional mediation training (6 days)
Internal mediation team course (5 days)
Group facilitation skills (3-4 days)

Specialist Skills

Technical report writing (1-2 days)
Innovation & creativity (2 days)
Critical thinking skills (1 day)
Mental health first-aid (1 day)
Stakeholder engagement (2-3 days)

Human Resources

Basics of HRM (2-3 days)
HR for non-HR managers (1-2 days)
Resourcing, recruitment & selection (3 days)
Performance Improvement (PIP) (2-3 days)
Conducting effective appraisals (1-2 days)

Training & Development

The training professional (3 days)
Training administrator course (3 days)
Training evaluation & ROI (3 days)
Adult learning (2 days)
The training analyst (3 days)

COURSES AVAILABLE

All courses can be modified to suit your needs and budget

Professional Courses

Continuous Improvement (CI) (2 days)
Problem solving & decision making (2-3 days)
Benchmarking essentials (2 days)
Strategy & strategic thinking (2 days)
Mediation Skills (6 days)

Administration Skills

Time Management (1-2 days)
The successful PA (1-3 days)
Business writing & communication (1-2 days)
The HR Administrator Course (3 days)
Writing in plain English (1 day)

Popular Courses

Cultural Intelligence (CI) (1-3 days)
Emotional Intelligence (EI) (2 days)
Business etiquette (2 days)
Sustainable leadership (2-3 days)
Knowledge Management (2-3 days)

Employee Assistance (EAP)

The essentials of EAPs (1-2 days)
Stress management (1 day)
Mental health first-aid (1 day)
Employee counselling (1 day)
Alcohol & other drugs awareness (1 day)

All courses can be run on-site or at a chosen venue

Contact us for an obligation free quote or for a full outline of any course

Buon Consultancy

+44 (0) 7762709377

info@buon.net

WWW.BUON.NET