

Courses and instructors to develop your potential.

Live online or face to face.

Attention To Detail, Planning & Organising

Attention to detail

Communication skills

Planning

Organising

Eliminate procrastination

What will I learn?

LESSON 1

Developing an eye for accuracy

LESSON 2

Accurate written communication

LESSON 3

Communication skills

LESSON 4

Broken down text

LESSON 5

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

- 📞 Call us: 01225 308979
- ✉ Email us: info@go.courses

LESSON 5

Techniques, tips and tools to help reduce errors in working

LESSON 6

Action Planning

LESSON 7

The key benefits of planning

LESSON 8

General organising

LESSON 9

The process for effective planning

LESSON 10

Scheduling

LESSON 11

Creating your own personal system for managing time

LESSON 12

Excellent communication channels

LESSON 13

Meeting deadline's

LESSON 14

Tools to fight procrastination

LESSON 15

Prioritsing