

Open Course Programme – 2012

Releasing Potential in People



Jo Ouston & Co

Introducing Jo Ouston & Co

At Jo Ouston & Co we specialise in personal and management development - helping people and organisations to perform up to their potential.

At the heart of our work is the creative application of original and sophisticated techniques, often built around the behavioural skills – communication, leadership, personal presence and emotional competence – and techniques for exploring and developing creativity.

Over the years we have found that what people value most is not theory but the opportunity to learn the **practical techniques** that make theory work, often practising on examples from their own work situation. Participants leave our courses knowing not just **what** to do, but **how** to do it.

Open Course Flexibility

Open courses make it possible for organisations to train individuals or small groups while limiting financial commitment. Participants benefit from being able to learn in a group and from interaction with individuals from other backgrounds and sectors, broadening their perspective.

Courses and Categories

	Days	Management	Leadership	Impact & Influence	Personal Presence	Presentation Skills	Emotional Intelligence
<i>Development Courses</i>							
Developing Personal Presence	6	●		●	●	●	●
Influencing with Integrity	2			●	●		●
Increasing your Personal Impact	1			●		●	
<i>Skills Courses</i>							
Management Skills	2	●	●	●	●	●	●
Gaining Buy-in	2	●		●	●		●
Presentation Skills	1	●	●	●		●	
<i>Effectiveness Workshops</i>							
Time Management & Organisation	0.5						
Business Writing Skills	0.5						

Our courses are not developed in isolation – they benefit from our extensive experience of bespoke training for corporate clients, mentoring and coaching individuals and the specialist input of our experienced team of trainers.

Tested and honed over 20 years, our courses receive consistently positive feedback - 99 percent of participants give the highest ratings - Very Good (82%) and Good (17%).

Career and management development consultants

Jo Ouston & Company Limited

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Open Courses 2012

Our open courses build robust communication skills that don't rub off under pressure. Clients learn not just what to do but how to do it, as second nature. We leave them, not depending on 'tips and tricks', but grounded and secure in their own authentic voice.

- The personal development courses build core communication resources with universal application.
- The applied courses extend the skills to more specific functions – leadership, management, consultancy roles, team working and presentation skills.

Development Courses

Categories

Developing Personal Presence

6 days in three two-day modules

£2,100 + VAT

- Our comprehensive 'flagship' course, running since 1987, enables you to develop an authentic voice and robust, flexible communication resources with universal application.
- Ideal for managers, specialists, team leaders and all whose success depends on interpersonal skills and building strong relationships
- The course covers the Emotional Intelligence competencies - self-awareness, self-management, social awareness and relationship management - including self-confidence, self-control, empathy, organisational awareness, conflict management and teamwork. You explore the development of physical presence and gravitas, including work on voice, with the opportunity to practise on examples from your own work so that you can empathise with others, inspire, manage and motivate, handle conflict situations effectively and maintain your authenticity throughout.

Management 
Leadership
Impact & Influence 
Personal Presence 
Presentation Skills 
Creativity
Emotional Intelligence 

Influencing with Integrity

2 days

£800 + VAT

- A mini personal presence course that lays the foundations for effective communication and the ability to influence others with integrity.
- Ideal for all who want to increase their effectiveness at work and be able to give a better account of themselves.
- The course explores the physical aspects of communication and develops self confidence through a variety of exercises that enable you to control self-consciousness and nerves. With increasing spontaneity, confidence and comfort you are able to project yourself and influence others more effectively.


Management
Leadership
Impact & Influence 
Personal Presence 
Presentation Skills
Creativity
Emotional Intelligence 

Increasing your Personal Impact

1 day

£400 + VAT

- A foundation course that develops the essential communication skills that will enable you to make a strong, positive and lasting impression.
- Ideal for those who want to be more effective at meetings, interviews and presentations.
- The course helps you to develop the self-control to manage nervousness, to have confidence and to free your mind to deliver information effectively while creating a positive personal impression.

Management
Leadership
Impact & Influence 
Personal Presence
Presentation Skills 
Creativity
Emotional Intelligence






















All prices are subject to VAT. Ask us about special rates for self-funded individuals and charities.

Need further information?

Call us on 020 7821 8299

Ask for a pack or

Visit www.joouston.co.uk

<i>Skills Courses</i>	<i>Categories</i>
<p>Management Skills - Inspiring & Motivating People</p> <p>2 days £800 + VAT</p> <ul style="list-style-type: none"> A practical applied leadership course designed to help you achieve results by inspiring, developing and motivating staff. Ideal for functional managers who are responsible for achieving results through others. The course helps you to diagnose the attitudes and abilities of those you manage and enables you to delegate effectively, responding to individuals in the way that will help them to deliver the best results for the organisation. 	<p>Management </p> <p>Leadership </p> <p>Impact & Influence </p> <p>Personal Presence </p> <p>Presentation Skills </p> <p>Creativity </p> <p>Emotional Intelligence </p>
<p>Gaining Buy-in - Selling Ideas</p> <p>2 days £800 + VAT</p> <ul style="list-style-type: none"> A practical course designed for technical specialists who need to be able to deploy their expertise and gain buy-in for their ideas with internal or external contacts. Ideal for those in technical, sales and consultancy roles or in specialist functions such as Finance, IT or HR who need to develop effective client relationships. The course builds on interpersonal skills, applying them to every-day situations, including listening actively to understand client needs, selling ideas, sharpening the message, influencing and inspiring others, and handling objections. 	<p>Management </p> <p>Leadership </p> <p>Impact & Influence </p> <p>Personal Presence </p> <p>Presentation Skills </p> <p>Creativity </p> <p>Emotional Intelligence </p>
<p>Presentation Skills</p> <p>1 day £400 + VAT</p> <ul style="list-style-type: none"> A practical public speaking course that covers the technical aspects of making formal presentations and speeches, including PowerPoint skills where required. Ideal for those preparing for a particular speech or who want to add a new polish to their existing skills. The course provides more advanced application of the essential communication skills developed in other Jo Ouston & Co courses. Participants should normally have attended Increasing your Personal Impact or one of our longer courses. 	<p>Management </p> <p>Leadership </p> <p>Impact & Influence </p> <p>Personal Presence </p> <p>Presentation Skills </p> <p>Creativity </p> <p>Emotional Intelligence </p>
<i>Effectiveness Workshops</i>	
<p>Time Management & Organisation Business Writing Skills</p> <p>Half-day Workshops £200 each or £360 the pair + VAT</p> <ul style="list-style-type: none"> Personal effectiveness for managers, support staff and administrative personnel, who handle high volumes of work in often pressurised and stressful environments 	

Open Course Schedule – 2012

To October 2012



<i>Development Courses</i>	<i>Dates</i>
Developing Personal Presence <i>6 days - 3 modules of 2 days</i>	<ul style="list-style-type: none">• P1440 - February 23-24, March 15-16, April 17-18• P1441 - April 3-4, April 24-25, May 24-25• P1503 - May 29-30, June 19-20, July 17-18• P1504 - October 2-3, October 24-25, November 8-9
Influencing with Integrity <i>2 days</i>	<ul style="list-style-type: none">• P1443 - March 29-30• P1505 - May 22-23• P1506 - October 9-10
Increasing Your Personal Impact <i>1 day</i>	<ul style="list-style-type: none">• P1445 - February 8• P1446 - March 22• P1447 - April 26• P1448 - May 18• P1507 - June 21• P1508 - August 16• P1509 - September 6• P1510 - October 4
<i>Skills Courses</i>	
Management Skills Inspiring & Motivating People <i>2 days</i>	<ul style="list-style-type: none">• P1449 - February 21-22• P1450 - May 1-2• P1511 - July 24-25
Gaining Buy-in Selling Ideas <i>2 days</i>	<ul style="list-style-type: none">• P1451 - February 29-March 1• P1452 - April 19-20• P1512 - June 28-29• P1513 - September 11-12
Presentation Skills <i>1 day</i>	<ul style="list-style-type: none">• P1455 - March 7• P1456 - May 4• P1514 - June 22• P1515 - August 17• P1516 - October 5
<i>Effectiveness Workshops - half-day each</i>	
Time Management & Organisation	<ul style="list-style-type: none">• P1457 - March 28 – am• P1517 - July 19 – am
Business Writing Skills	<ul style="list-style-type: none">• P1458 - March 28 – pm• P1518 - July 19 – pm

Extra courses may be added – the latest schedule is always available on the website – at www.joouston.co.uk

...and we do much more

- **Mentoring** – one-to-one sessions on career management and development issues
- **Coaching** – individual skill development and support for specific tasks such as public speaking
- **Bespoke** training programmes - run in-house or in our London offices – tailored to your exact requirements

Personal Presence

A distinctive quality of winning individuals. Come and find out more at a free breakfast showcase

www.joouston.co.uk > Showcase

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