

Open Course Programme – 2008/09



Other courses tell you WHAT to do - Ours teach you HOW

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 and innovation.

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.

Our courses are not developed in isolation – they benefit from our extensive experience of mentoring and coaching individuals and groups and the specialist input of our experienced team of trainers.

Courses and Themes

	Days	Management	Leadership	Impact & Influence	Personal Presence	Presentation Skills	Creativity	Emotional Intelligence	Personal Development
Developing Personal Presence	6	●		●	●	●		●	●
Leadership Through Inspiration	4	●	●	●	●			●	
Inspiring and Developing People	3	●	●	●				●	
Building Winning Relationships	2	●		●	●			●	
Power of Communication	2			●	●			●	●
Releasing Creativity	2						●		●
Increasing your Personal Impact	1			●		●			●
Presentation Skills	1	●		●		●			

Tested and honed over the last 15 years, our courses receive consistently positive feedback and 99 percent of participants give the highest ratings - Very Good (82%) and Good (17%).

If you would like to know more about Mentoring, Coaching or Bespoke Training options, please call us on 020 7821 8299 or see www.joouston.co.uk > What We Do

Career and management development consultants

Jo Ouston & Company Limited

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Open Courses 2008

Developing Personal Presence

6 days – three modules of two days each

£2,100.00 + VAT

We have all met people with presence – individuals with the gravitas to inspire confidence or the charisma that creates enthusiasm. Some have this as a gift, but for others it needs to be released.

Developing Personal Presence is ideal for managers, specialists, team leaders and all whose success depends on interpersonal skills and building strong relationships.

The course explores the elements of effective communication – self-awareness, self-management, integrity and awareness of others – that combine to build confidence, impact and influence. Highly participative, it also enables participants to practice on examples from their own work.

"huge impact on the way I interact with colleagues and clients to the benefit of all"

"provided me with more practical techniques than any other course attended so far"

"has given me so much I can use both at work and elsewhere - an amazing journey which I will continue"

Leadership through Inspiration

4 days – in three modules

£2,000.00 + VAT

While 'command and control' has its place, inspirational leadership makes it possible for leaders to focus on the strategic issues that are essential to their role. Leaders who can empower their people, inspiring confidence in a shared vision and engaging their commitment, can trust functional specialists to deliver results.

Leadership through Inspiration is aimed at leaders of the future and those who are preparing for senior management.

This recently updated course explores strategic challenges and approaches - with individual coaching on specific issues - and develops the behaviours and practical techniques that enable managers to lead and inspire.

"has significantly helped, giving me strategies for presenting myself and managing my teams in the future."

Inspiring and Developing People – Managing for results

3 days – one module of two days and a follow up day

£1,250.00 + VAT

The performance of organisations depends crucially on the effective management and motivation of people at all levels. Key issues are the levels of skill among employees and their willingness to achieve organisational goals.

Inspiring and Developing People is aimed at functional managers who need to achieve results through people.

It provides an approach to understanding performance issues as well as techniques for effective delegation and practical skills for developing, motivating and inspiring staff.

"great focus on behaviour and energy rather than management theory alone"

"not your typical management training course with lots of theory ... quite physically and emotionally involving with positive practical approaches for different scenarios"

"one of the most interesting and useful courses I have been on"

Presentation Skills *

1 day

£400.00 + VAT

This practical public speaking course covers both preparing and delivering a speech or presentation. It looks at developing a presentation to fit the audience; overcoming fear and controlling your nerves; projecting authority and expertise on the platform and enhancing your delivery.

* As a pre-requisite, participants should have taken *Increasing your Personal Impact, Power of Communication* or one of our longer courses

Building Winning Relationships

2 days

£800.00 + VAT

In a world of increasing competition and customer choice, effective customer relationships make a crucial difference.

Emphasising the human factor in customer relationship management, Building Winning Relationships is designed for all who need to develop effective client relationships, with external or internal customers.

This highly participative course, using video feedback, will enable you to build on your interpersonal skills, applying them in scenarios based on every-day situations.

"time and pace excellent"

"content valuable and relevant"

"enjoyable and exciting"

Power of Communication – Influencing with Integrity

2 days

£800.00 + VAT

In most work today an essential skill is the ability to communicate effectively – interacting with others, hearing what they have to say and being able to influence them.

The Power of Communication, suitable for people at all levels, is designed to improve communication by increasing spontaneity, confidence and comfort.

Highly participative and practical, the course develops personal flexibility in communication. It looks at ways of managing conflict and at ways of understanding and interpreting others' agendas as a basis for choosing effective approaches.

"really enjoyed the course, the interaction and the feedback"

"enjoyable and enlightening – really looking forward to applying the theories and practising"

"it gave me confidence and identified areas to work on"

Releasing Creativity

2 days

£800.00 + VAT

If you always do what you always did, you'll always get what you always got – or perhaps less.

With a focus on practical effectiveness, this course - for managers, project leaders and team members - examines the nature of creativity and how to release it in yourself and others. Appreciating your own talent and the talents of others will help you to develop new patterns of behaviour and to recognise how your increased creativity could contribute to your own role and to your organisation.

A follow up module Working with Creativity is also available.

"excellent opportunity to practice techniques in an environment of mutual trust and learning"

"more than skills, I gained a new perspective and awareness of creativity"

"thought provoking and practical"

Increasing your Personal Impact

1 day

£400.00 + VAT

To be visible and to be taken seriously are important factors in personal effectiveness at meetings, interviews and presentations.

Increasing your Personal Impact is our foundation communication course suitable for all levels.

It develops the physical aspects of making a strong personal impact such as using your energy, posture and voice to convey a strong positive and lasting impression.

"enormous help and should make a real difference to the way I do presentations"

"enjoyable day and practical with scenarios I can use in the work place"

"significantly better than most courses I have attended"

Open Course Schedule – 2008/09



Course	Dates
Developing Personal Presence <i>6 days - 3 modules of 2 days</i>	2008 <ul style="list-style-type: none">• P807 - November 6-7, 24-25, December 11-12 2009 <ul style="list-style-type: none">• P942 - January 15-16, February 2-3, 19-20• P943 - February 23-24, March 12-13, 30-31• P944 - April 2-3, 20-21, May 11-12• P945 - May 14-15, June 1-2, 18-19
Leadership through Inspiration <i>4 days – in 3 modules</i>	2009 <ul style="list-style-type: none">• P946 - ** February 9-10, 27• P948 - ** April 6-7, 29• P950 - ** June 3-4, 26 ** Initial strategy module will be arranged to suit individual participants
Inspiring and Developing People <i>3 days - 2 days plus one day</i>	2009 <ul style="list-style-type: none">• P947 - February 9-10, 27• P949 - April 6-7, 29• P951 - June 3-4, 26
Building Winning Relationships <i>2 days</i>	2009 <ul style="list-style-type: none">• P1022 - January 26-27• P952 - March 23-24
Power of Communication <i>2 days</i>	2008 <ul style="list-style-type: none">• P935 – November 10-11 2009 <ul style="list-style-type: none">• P954 - January 21-22• P955 - May 18-19
Releasing Creativity <i>2 days</i>	2009 <ul style="list-style-type: none">• P956 - March 2-3• P957 - June 11-12
Increasing Your Personal Impact <i>1 day</i>	2008 <ul style="list-style-type: none">• P831 - November 20 2009 <ul style="list-style-type: none">• P958 - February 5• P959 - March 4• P960 - April 27• P961 - June 24
Presentation Skills <i>1 day</i>	2009 <ul style="list-style-type: none">• P962 - February 6• P963 - April 28

Extra courses may be added during the programme – the latest schedule is always available on the website – see www.joouston.co.uk > What we do

...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 engagements
- Bespoke training programmes - designed to meet organisational objectives or tailored versions of open courses - run in-house or in our London offices
- Team away-days – enhancing creativity and communication

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