

# Course List

## Training and development solutions from Lander Associates

### CMI Stepping into First Line Management

These courses are part of our specifically designed Team Leadership Series and are accredited to the Chartered Institute of Management. Delegates can gain a Certificate in First Line Management.

- ★ Course 1 - Stepping into First Line Management (compulsory)
- ★ Course 2 - Focus on Performance
- ★ Course 3 - Nurturing Talent
- ★ Course 4 - Dynamic Team Leadership
- ★ Course 5 - Building High Performance Teams
- ★ Course 4 - The Final Step - Authentic Leadership (compulsory)

### Leadership

- ★ Performance Management
- ★ Coaching skills for managers
- ★ Delegation workshop
- ★ Motivation workshop
- ★ Management communication
- ★ Running appraisals and interviews

### Masterclasses

- ★ Contracts Masterclass
- ★ Negotiation Masterclass
- ★ Train the Trainer
- ★ Headhunting Masterclass

### Experienced Recruitment Consultants – level two (circa 12 months plus)

- ★ Building a Business of Choice - 2 day course
- ★ Building a Business of Choice - modular series
  - Module 1 - Marketing strategy
  - Module 2 - Sales strategy
  - Module 3 - Quarterly business plan
  - Module 4 - Prioritising for business growth
- ★ Building a High Income Contracts Desk
- ★ Advanced recruitment skills
- ★ Evidence / competency based interviewing skills (with or without use of video)
- ★ Focus on retained assignments
- ★ Headhunting and search techniques
- ★ Client meetings
- ★ Key account management and development

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## **Recruitment Consultants – level one (0 – circa 12 months)**

- ★ Recruitment Induction
- ★ Recruitment law
- ★ Sales
- ★ Headhunting
- ★ Resourcing for Recruitment Consultants
- ★ Contracts
- ★ Social Media Recruitment
- ★ Live telesales workshop
- ★ NLP at work
- ★ Presentation skills (with video)
- ★ Negotiation skills
- ★ Client Meetings

## **Non-sales**

- ★ Stress management
- ★ Managing conflict
- ★ Communication skills
- ★ Time management
- ★ Developing internal SLAs
- ★ Customer service

## **Current market specific**

- ★ Thriving through challenging times
- ★ Developing winning teams in a changing environment

## **Other services**

- ★ Training and development strategy (board level)
- ★ Board facilitation
- ★ HR Services – advice, consultancy, interim HR management, HR one-to-one development
- ★ HR for the Recruiters
- ★ NLP Diploma in Business for the recruitment sector
- ★ Social Media for your business
- ★ Engagement (and engagement surveys)
- ★ Training needs analysis - full diagnostic
- ★ Desk, executive and management coaching