

# Active Knowledge Bite™ Topics

90-minute and ½-day workshops

Please tick any of the AKB™ topics you wish to discuss and to receive an itinerary. Through discussion, sessions are tailored to your required outcomes and emphasis. These topics are delivered in 90 minutes or half a day. The list is not exhaustive and have a multitude of different titles to match your needs and culture. If there are any titles not shown that you would like, please ask.

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|---|--|
| <input type="checkbox"/> Achieving goals and objectives       | <input type="checkbox"/> Interpersonal communication             |
| <input type="checkbox"/> Assertive communication              | <input type="checkbox"/> Interviewing, recruitment and selection |
| <input type="checkbox"/> Appraisal and performance management | <input type="checkbox"/> Leadership (all levels)                 |
| <input type="checkbox"/> Business writing (reports etc.)      | <input type="checkbox"/> Listening and questioning               |
| <input type="checkbox"/> Challenging conversations            | <input type="checkbox"/> Management (all levels)                 |
| <input type="checkbox"/> Change management                    | <input type="checkbox"/> Meetings management                     |
| <input type="checkbox"/> Coachee and mentee skills            | <input type="checkbox"/> Mentoring for leaders and managers      |
| <input type="checkbox"/> Coaching for leaders and managers    | <input type="checkbox"/> Minute-taking                           |
| <input type="checkbox"/> Conflict resolution                  | <input type="checkbox"/> Negotiation skills for winning outcomes |
| <input type="checkbox"/> Creativity and innovation            | <input type="checkbox"/> Presenting with impact                  |
| <input type="checkbox"/> Customer service excellence          | <input type="checkbox"/> Problem-solving and decision-making     |
| <input type="checkbox"/> Delegate, develop, achieve           | <input type="checkbox"/> Project management                      |
| <input type="checkbox"/> Emotional intelligence               | <input type="checkbox"/> Profiling for development               |
| <input type="checkbox"/> Empower, enable, engage              | <input type="checkbox"/> Stress management                       |
| <input type="checkbox"/> Equality, diversity and inclusion    | <input type="checkbox"/> Team building for high performance      |
| <input type="checkbox"/> Executive development                | <input type="checkbox"/> Team leading and supervision            |
| <input type="checkbox"/> Inspire and motivate                 | <input type="checkbox"/> Time management                         |
|   | <input type="checkbox"/> Values and behaviours                   |

