Business skills toolbox

The right tools are essential for getting the job done efficiently. The business skills toolbox is a selection of versatile techniques and processes that will assist you in planning, making decisions, finding creative solutions and enabling you to work more effectively. It is based around a practical case study to facilitate the application of the tools in a business context.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

Key course elements

SWOT
SWOT analysis for planning and decision making

GAP
GAP analysis to identify and correct the shortfall between desired and actual levels of performance

Mind-mapping
Mind-mapping to unlock the potential of the brain and organise thoughts and information

Brainstorming
Brainstorming to harness the creativity of a group to generate original ideas with next to no effort

Six thinking hats
Constructively identifying and managing conflict
Reaching agreement faster
Generating and evaluating creative alternatives

Participants will learn to…

- Use a range of tools for planning

- Make decisions having considered all pertinent factors and consequences

- Unlock creative solutions and skills that they were unaware they had

- Work more effectively – finding new solutions to improve personal and team performance

- Manage their teams more effectively, capitalising on strengths and minimising weaknesses

- Give balanced feedback to team members

*"The flow of the course was really good and interactive.
I really engaged with the content!"*

BiteSize Learning

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