



Everyone in business or professional life needs to communicate, and many people fail to do so effectively.

Is your business making the most of its human potential? Are your communications to customers and colleagues as good as they could be? Are your meetings productive?

Training increases individual confidence and leads to more effective work, higher productivity and greater job satisfaction.

perfect.it offers business skills training to suit your business needs.



This training will help develop techniques which will dramatically enhance the ability to influence an audience and ensure that they remember the message.

The training presentations will be recorded on video so that self evaluation and feedback from the trainer and the group can show improvement.

All training is tailored to the participants' needs. Emphasis on one or more subjects can be decided before each training session.

Who will benefit from this training?

The ability to speak in public is the most important skill for anyone who wishes to achieve success within an organisation.

Almost everyone is confronted with the need to stand up in front of a group and speak. The need to educate, explain, inspire, put across a concept or simply convince them and the course of action proposed is the correct one for the group.

Most people find the prospect of facing a group to be something of an ordeal and it makes no difference whether the audience is large or small, familiar or unknown. Public speaking is a skill which can be easily learned.

What is the content?

- Preparation - define the objective, analyse the audience, create a key message and structure the information
- Creative visual aids - create flip charts and PowerPoint visuals as an effective support to the message - use visuals confidently
- Voice and body language - attract the audience, respond effectively to questions, present conclusions and have the final word

How long will it take?

Depending on client needs, the training can be a half-day or one-day for groups of minimum 4 - maximum 8 participants or as a personal coaching session for individuals.

How many participants will there be?

To ensure each person gets individual feedback and advice the training is limited to a maximum of 8 participants. Each participant can have personal coaching after a group training.

What preparation should be do?

Each participant should bring with them an existing presentation which they feel needs improving. In addition, an idea for a new presentation which they can then prepare at the workshop.

Which language will be used?

The training is given in English.
Participant presentations can be in English, French or Dutch.

Who is the trainer?

Katie Challans, British, lives in Brussels. She has over 25 years experience training people to improve their communication skills and become more effective. She gives courses for her own training company, the European School of Administration (via GreenHouse Group, Corporate Learning Solutions and AIM), and is a senior trainer for Priority Management.

Holding a BA degree in graphic design, Katie is expert in creating visual aids and graphic materials for presentations. She also creates and produces magazines, corporate identities and publicity material for a wide range of multi-national companies.





This training will help individuals and teams get control of their workflow by developing best practise processes and the use of planning software. This will dramatically enhance the ability to manage objectives and projects

Learn how to make the best choices and use the calendar and task functions of your software to have an effective overview of your work. Control the inbox with a quick and simple process.

All training is tailored to the participants' needs. We will review your software and emphasis on one or more functions will be decided before each training session.



Who will benefit from this training?

We all need to be able to focus on our priorities. So the first exercise is to find out what a priority means to you, your team and your organisation. Based on your objectives you will create an overview of your tasks in your computer, so that you can plan what you need to do, when you choice to do it and where the task fits in the bigger picture.

During the workshop you will discover why you need the tools and make best use of the software installed on your desktop, tablet and smart phone. Participants can use any planning software

What is the content?

- Objectives:
 - analyse your job description, projects and objectives
 - review the "workflow iceberg"
 - create categories to visualise priorities

- Calendar:
 - use your calendar effectively
 - set-up views to highlight project/objective work

- Tasks:
 - manage your daily workload
 - set-up views to track projects and billing

- Inbox:
 - transfer emails to calendar, tasks or contacts
 - create and use a filing system based on your objectives

- Communications:
 - set-up note taking software
 - track verbal communications

How long will it take?

Team training is one day (09.00-17.00) for groups of 8-10 participants with an optional personal coaching session post training. Participants should bring with them their own laptop and be able to access their planning software offline.

Individual training is a half day (4 hours) with an optional follow-up session. Participants should bring with them their own laptop and be able to access their planning software offline.

Which language is used?

The training is given in English. Coaching in English or Dutch. The software can be in any language.

Who is the trainer?

Katie Challans, British, lives in Brussels. She has over 25 years experience training people to improve their workflow management skills and become more effective. She has trained people in the private and public sectors and is an expert user of the different softwares and tools available.

She gives courses for her own training company, the European School of the Administration (via GreenHouse Group, Corporate Learning Solutions and AIM) and is a senior trainer for Priority Management.

When the registration is received an invoice for the full amount will be sent. This invoice should be paid in full 10 days before the workshop to account number: KBC 735-0067096-57 (please quote workshop title)

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tva/btw: BE 480 245 317

What is the investment?

- Individual training: 4 hours: € 450,00 per person
- Group training: minimum 4 participants - half-day: € 1.600,00
- Group training: minimum 4 participants - one-day € 2.200,00
- Group training: maximum 8 participants - one-day € 3.800,00
- Post-group training individual coaching session: 2 hours: € 200,00 per person
- All prices exclusive 21% tva/btw - Facilities and/or travel time and expenses at cost.

Workshop registration

Please complete this form to register for Perfect.it training:

Workshop title: _____

Date proposed: _____ Duration: _____

Name: _____ Function: _____

Company: _____

Address: _____

Postcode: _____ City: _____

Tel: _____

E-mail: _____

TVA/BTW: Purchase order no: _____

Invoice addressed to: _____

Signature: _____ Date: _____

Participant names: _____ Job Title: _____

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