

RAPID SKILL BUILDER® BOOKLET LIBRARY SUITE

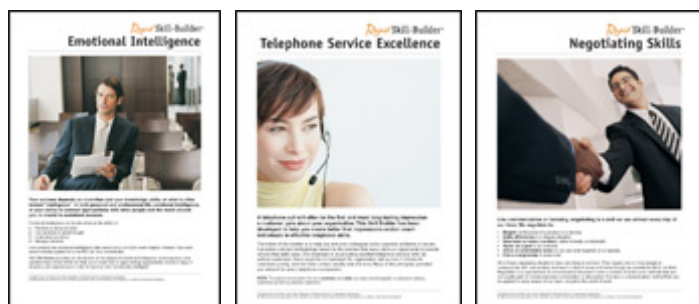
Cost Effective Employee Development Resources

Top organizations provide robust employee development opportunities, boosting the organization's productivity and enhancing workplace satisfaction. Even for medium-sized companies, providing quality training and development opportunities targeted at specific employee development goals can be challenging. The Worldwide Centre for Organisational Development (WCOD) fills this gap by providing high quality, action-oriented training materials in the *Rapid Skill-Builder®* library.



Assertiveness	Delegation Skills	Learning Styles	Process Improvement
Benchmarking	Developing Potential	Marketing Skills	Project Management
Budgeting Skills	Diversity Awareness	Meetings Management	Risk Management
Change Management	Emotional Intelligence	Negotiating Skills	Safety Effectiveness
Coaching	Giving Construction Feedback	Networking	Sales Effectiveness
Complaint Handling	Goal/Objective Setting	Personal Effectiveness	Strategic Planning
Conflict Resolution	Improving Financial Performance	Poor Performance Handling	Stress Management
Corporate Ethics	Influencing Others	Performance Measurement	Team Building
Creativity And Innovation	Interviewing/Selection	Presentation Skills	Team Communication
Customer Service	Leadership Skills	Problem Solving	Telephone Excellence
	Listening		Time Management

Each twelve (12) page booklet succinctly summarizes the subject area with a practical overview, action checklists, templates and practical content that employees can readily understand and apply in their own workplace. Every Rapid Skill-Builder® booklets first outlines the topic and ultimately includes an application template (usually with a form that can be used repeatedly) that helps individuals to apply the learning (via a simple outline process) in their own work situation. In the middle 10 pages, the topic is described in six stages, with text, diagrams and charts to help readers quickly appreciate the information or the points being made



WHAT DO YOU GET

After paying the annual fee, any number of individuals in a manager's organization site can print unlimited booklet titles for each license year at significant percentages off the normal retail price. All booklets are supplied via the www.ReadyToManage.com web site.

KEY DISTINGUISHING FEATURE
PDF printable booklets on 42 topics,
summarized in just 12-pages, for less
than a cup of coffee each.

WHAT'S NEXT?

To take up this offer, or for more information, simply e-mail Anne@od-center.org your name, company, address, and phone details – someone will get back to your right away.

For 15 years the Worldwide Centre for Organisational Development has been offering its clients best-practice people-based research, consulting services and on-line tools to help maximize human potential. WCOD is located in Los Angeles, California, with offices also in Australia and the UK.



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