

# HEAR & KNOW CONSULTANTS LIMITED

International Partners in Developing People and Organizations  
visit website: [www.hear-know.com](http://www.hear-know.com)

## RECENT IN-COMPANY COURSES INCLUDE:

1. Leadership and Emotional Intelligence
2. Change Management Leadership  
(based on an INSEAD computer simulation)
3. How to Achieve High Performance at Work
4. Total Coaching
5. NLP for Managers  
and other Key Members of Staff
6. Advanced Selection Interviewing Skills
7. Strategic Planning
8. Strategic Marketing
9. Commercial Negotiations
10. Mediation and Grievances
11. Conflict Diagnosis and Resolution
12. Influence and Persuasion
13. Time Management
14. Interpersonal Communication
15. Team Building
16. Sales and Marketing
17. The Professional Customer Centric Edge
18. Developing your Secretarial and  
Clerical Support Staff
19. Making the Best Impression!  
For Telephonists/Receptionists and others
20. The People Management Programme
21. Business Skills for Front Line Managers
22. Meetings in Motion! Assessing Problems  
and Taking Action
23. Professional Business Presentations
24. Train the Trainer
25. Masterclass for Experienced Trainers
26. Budgeting – why budgeting is so crucially  
important as a business management tool,  
and how to make sure your company  
budgeting system delivers.
27. Improving profitability for your business-  
driving revenues up and costs down
28. Using the tools of finance to  
sell and sell profitably
29. Raising finance – dealing effectively with  
banks and investors
30. Improving the performance of your finance  
function – how to ensure that your Finance  
department delivers the best possible  
support to your business success
31. Finance for Non Accountants
32. Advanced Financial Analysis
33. Treasury Management
34. Strategic Valuation of Companies
35. International Financial Reporting Standards  
(IFRS)
36. Business Writing Skills for Directors,  
Managers and Professionals
37. Business Writing Skills for Engineers,  
Technologists and other Scientists
38. Business Writing Skills for PAs,  
Private Secretaries and Administrative Staff
39. Report Writing Skills for Directors and  
Managers
40. Technical Writing Skills for Directors,  
Managers and Professionals
41. Security: For Senior Managers and  
High Rank Officers
42. Security: For Middle Level Managers and  
Middle Rank Officers
43. Security: For Front Line Managers and  
Low Rank Officers

*Ever thought of running an in-company course  
on any of these themes and more....  
Lets Talk ... Tony Hadjiyannadjis Mob. 99461554*