

# Personal Skills Development



## Courses

### Introduction

The Maritime Industry has recognised that officers need to refresh current skills and develop new ones as their careers progress. This applies just as much to personal skills as to technical ones. We have listened to a wide variety of shipping companies talking about the skills they see as important for Officers as they achieve senior ranks at sea or transfer into a shore based role.

On the basis of those conversations we have developed a suite of skills courses that concentrate on the high priority areas. These courses are designed to meet the needs of people working in the industry and can be tailored to meet the requirements of individual clients.

### Interview skills

- The skills required to prepare and conduct a competence based interview. The core skills are covered and opportunity to practice and receive feedback on interview technique. Can be tailored to use the client's documentation and procedures.

### Presentation skills

- The skills required to prepare and deliver an effective presentation. Defining the purpose. Preparing the material and structure. Assessing the audience. Managing nerves. Opportunity to practice and receive feedback.

### Time Management

- Principles of managing time from goal setting to time planning and interruption management. The course looks at how to develop a time planning system appropriate to the job and how to prioritise and plan tasks.

### Problem Solving Techniques

- Introduction to the process of problem solving using analytical and creative techniques. The course provides a systematic approach to solving problems and a range of techniques that can be used for different types of problems.

### Coaching skills

- Practical introduction to the powerful technique of coaching and how it can be used as a means of developing performance in others and encourage individual initiative.

### Negotiations skills

- Introducing and practicing the key negotiation skills that enable people to prepare effectively to negotiate and to recognise and deal with common negotiation ploys.

**The courses can be run at locations and times that suit your requirements, and material can be tailored to meet individual needs. The aim is to provide excellent training solutions that develop key skills.**

**Please contact us to obtain further information on these and other programmes or to discuss specific requirements.**