

Marlin Westwood Training

Eight New Releases From Take Away Training IV

• All 2009 • \$275 each, \$1,600 for the series

SETTING AGENDAS

Meetings can often be unproductive. Too many people don't need to be there, don't know why they are there, and when they are there don't take agreed actions. Eve Ash, psychologist, provides helpful tips for setting agendas and taking minutes. 14 min.

REGAINING CONTROL OF YOUR DAY

Many people today feel out of control, stressed and don't know how to effectively manage their day. Eve Ash, psychologist, provides the mindset strategy and a simple ABCDEFG formula to take back control of your day. 13 min.

NEGOTIATING WITH SUPPLIERS

It's not just about price: businesses need to negotiate more effectively with suppliers. Psychologist Eve Ash shows us how to avoid common mistakes. 15 min.

HOW TO DEVELOP YOUR PEOPLE

Everyone needs a development plan with career goals – and one that is reviewed regularly. Psychologist Eve provides useful guidelines for developing your people. 12 min.

DEALING WITH MANIPULATIVE PEOPLE

Working with manipulative people can be difficult, as they have the ability to influence or even exploit you. Psychologist Peter Quarry explains reactions to manipulation. He suggests the need to talk to others and offers practical strategies for managing manipulation. 15 min.

HANDLING THE DIFFICULT CUSTOMER

In some workplaces, employees need to deal with really difficult customers or clients - often for lengthy periods of time. Psychologist Peter Quarry explains that we need to understand why they are being difficult and explore alternative ways to effectively deal with them. 15 min.

MANAGING BOUNDARIES

One very effective way of knowing how to handle conflicts (both overt and covert) at work is by understanding boundaries. Boundaries help define ourselves and protect us. Psychologist Peter Quarry provides invaluable insights. 14 min.

10 HEALTHY WORK HABITS

Being healthy has a positive influence on energy and work performance. Psychologist Peter Quarry offers 10 practical strategies for being healthy at work. 17 min.

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