



'JUMP START' – 6 SESSIONS

1. **BUSINESS BASICS**
 - Know the business
 - Know your role in the business
2. **BUSINESS ETIQUETTE**
 - Manners matter
 - Accountability
3. **EMOTIONAL INTELLIGENCE**
 - Know yourself
 - Understand others
4. **COMMUNICATE EFFECTIVELY**
 - Present professionally
 - Speak with influence
5. **CONTRIBUTE**
 - Apply your skill
 - Act fast
6. **THRIVE**
 - Manage your energy
 - Build your network



BUILD

A STRONG FOUNDATION

COURSE OPTIONS

GROUP SESSIONS

- 6 sessions x 2 hours
- Sessions held fortnightly over 90 days.

INTENSIVE

- All 6 topics delivered over 2 full days.

ONE-ON-ONE

- 6 sessions x 2 hours.
- Sessions held fortnightly over 90 days.

KEYNOTE PRESENTATION

- 45 minutes.
- Top 3 tips from each of the 6 topics.