

# Canning

## Open Courses

### Dates & Fees: July 2008 – August 2009

#### Management Development

##### Presentation Skills I: Making your Presentations Memorable and Persuasive – a 2-day course in a group

If you are pitching an idea, making a proposal, selling a service, or demonstrating a product, you can be pretty sure that your audience have a very low boredom threshold. Investors, customers, steering committees or regulatory authorities have to sit through many presentations, and after a while they cannot distinguish one from another. So what can you do to make your presentation stand out? How can you make sure that your audience buy into your proposal, and remember the supporting arguments? At Canning we believe that, in a world of dull, boring presentations, a well crafted, well argued, well adapted presentation can make all the difference. On our *Making Your Presentations Memorable and Persuasive* courses we help you to give your audience an incentive to listen to you, to keep them interested and enlivened, and to make sure they remember your story.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
42	G2008/1554	16 – 17 October 2008	£990	London	4	G2009/1561	20 – 21 January 2009	£990	London
49	G2008/1557	1 – 2 December 2008	£990	London					

##### Presentation Skills II: Holding any Audience in the Palm of your Hand – a 2-day course in a group

You've done our *Making Your Presentations Memorable and Persuasive* course. You know how to make your presentations interesting, how to make sure people remember your messages, and how to keep them awake. But you still have concerns. What if the audience is hostile to my ideas before I even start? What if they come from a country, culture or sector I know nothing about? What if things get tough at the question-handling stage? What if my proposal is competing with others and needs a cutting edge? What if they suddenly cut my time? These are the kind of worries that presenters all over the world suffer from, and they are the kind of worries that Canning has been helping its participants with for decades. Just like on your first course, you will be presenting your own material, and you can expect to be on your feet regularly throughout the course, presenting to your colleagues and to video. But this time we are moving up a gear. This will be a much more rigorous work-out, with a greater emphasis on last minute changes, on unpleasant or unpredictable audiences and on the parts outside your control: environment, questions and people.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
8	G2009/1564	17 – 18 February 2009	£990	London	11	G2009/1568	9 – 10 March 2009	£990	London

##### Learning to Lead – a 2-day course in a group

Leadership is a complex topic. Canning's Leadership Skills programme synthesises the best of the current theories on Leadership in a concise and understandable way to allow participants the maximum amount of time to develop the key skills through discussion, simulations and video feedback. The focus of the course is very much on performance. The programme helps participants to define their own leadership context and elicit the key skills needed to perform as outstanding leaders in that context. Through a series of scenarios, participants will learn how to communicate effectively as leaders, how to adapt their leadership style according to the situation, how to network and develop relationships and how to navigate their way to success.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
45	G2008/1555	3 – 4 November 2008	£990	London	11	G2009/1570	12 – 13 March 2009	£990	London

##### Understanding and Managing Diversity – a 1-day course in a group

The programme offers a constructive, practical and open-minded way to view and deal with all forms of variety in the workplace. While encouraging sensitivity in areas of race, gender, age, culture, ability, and sexual orientation, we will move beyond polarities. Using case studies, we'll consider how a community can become actively inclusive. We will examine the way our assumptions about difference can cause exclusion, with snow-balling costs for the business.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
4	G2009/1560	19 January 2009	£495	London	10	G2009/1566	2 March 2009	£495	London

### Bridging the Culture Gap – a 1-day course in a group

Working internationally today is like putting together all the pieces of a complex jigsaw puzzle. No single group has all the answers. Increasingly we depend on colleagues separated by space, time and culture to answer the complex needs of clients similarly separated by space and time and culture. This presents a tremendous opportunity and a daunting challenge. International organisations, companies and groups who address cultural issues successfully tend to gain a competitive advantage. They communicate more effectively, hit higher levels of customer satisfaction and achieve their targets more effectively and efficiently. This course is about helping individuals and organisations develop the necessary mindset and skills to maximise their international potential.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
42	G2008/1552	13 October 2008	£495	London	8	G2009/1563	16 February 2009	£495	London
49	G2008/1559	5 December 2008	£495	London	11	G2009/1569	11 March 2009	£495	London

### Working with Indian Partners – a 2-day course in a group

In this course you will learn how to: understand what motivates the typical Indian businessperson, create a positive impression, avoid unintentional offence, and deploy a range of techniques for effective cross-cultural communication.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
4	G2009/1562	22 – 23 January 2009	£990	London	10	G2009/1567	3 – 4 March 2009	£990	London

### Working with Japanese Partners – a 2-day course in a group

This course will help you to: understand what motivates the typical Japanese businessman, create a positive impression, avoid unintentional offence, and deploy a range of techniques for effective cross-cultural communication.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
42	G2008/1553	14 – 15 October 2008	£990	London	8	G2009/1565	19 – 20 February 2009	£990	London
49	G2008/1558	3 – 4 December 2008	£990	London					

### Powerful Communication Skills – a 1-week course in a group

This course combines the key elements of 3 programmes which Canning has been running for the past 20 years – *Presentation Skills*, *Negotiation Skills* and *Cross-Cultural Skills*.

Non-native English speakers need to speak English at High Intermediate to Advanced level. Course hours: 0900-1730.

Week No	Course No	Dates	Price (+ VAT)	Location	Week No	Course No	Dates	Price (+ VAT)	Location
31	G2008/993	28 Jul – 1 Aug 2008	£1450	London	13	G2009/1583	23 Mar – 27 Mar 2009	£1490	London
47	G2008/1008	17 Nov – 21 Nov 2008	£1450	London	29	G2009/1595	13 Jul – 17 Jul 2009	£1490	London

### Executive Coaching – 1, 2 or 3 days

Benefit from Canning's long and worldwide experience in providing management development and consultancy. Spend up to 3 days on your own with one of our experienced training consultants, working on issues relevant to you – eg preparing and delivering a vital presentation, negotiating a key contract, working with new overseas partners, writing an important report, or managing a new team.

Non-native English speakers need to speak English at Intermediate to Advanced level. Course hours: 0900-1630.

**One-to-one Executive Coaching is available at any time during the year. The daily fee is: 2008: £820 + VAT 2009: £850 + VAT**

### Tailored Courses – the programme you want, designed with you, delivered anywhere

We can offer all of these courses tailored specifically to the needs of your organisation and the course participants. The training is customised to the world your organisation operates in, while maintaining many of the benefits participants gain from attending a Canning open course. This can be a very cost effective way for an organisation to train large numbers of people. The per-head fee can work out significantly lower than our open course fees. Please call or mail us to discuss your requirements.

Our London training centre is in the heart of Fulham Broadway. Tubes and trains take you to Heathrow, Gatwick and London City Airports in less than an hour, and the Eurostar rail terminal is 35 minutes away.

Accommodation: we can recommend a number of hotels near Canning, including the opportunity to stay in the hotel at Chelsea Football Club. Most are four star standard, with a business centre, gym and restaurant. We can obtain reduced rates for you at these hotels.

# Management Development Courses

## Application Form – 2008/2009

(Please print)

**Fees include all training materials and lunch. Accommodation is not included.**

**Fees are payable on or before the first day of the course and cannot be refunded after that date. Payment can be made in Euros at the Sterling rate of exchange on the day of payment.**

**30% of the fees will be charged for cancellation at less than 1 week's notice for group courses, and at less than 2 weeks' notice for Executive Coaching.**

Course title			
Course code			
Course dates			
Executive Coaching dates			
Surname		Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
First names		Ms <input type="checkbox"/>	Dr <input type="checkbox"/>
Date of birth (Minimum age 21)		Day	Month
			Year
Home address			
City		Postcode	
Country		Telephone	
Mobile		Home e-mail	
Company		Company field of work	
Position in company			
Address			
City		Postcode	
Country		Telephone	
Mobile		Fax	
Work e-mail			
Address for invoice			
City		Postcode	
Country		Purchase Order No	
Have you attended a course at Canning before? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If not, how did you hear about us? _____			
Would you like us to include the cost of our book 'Bridging the Culture Gap' (£19.99) in your invoice? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**Accommodation** (prices valid till December 2008)

**Please mark the accommodation you would prefer. Prices quoted are for single rooms but double rooms are available on request. Accommodation fees for 1 week will be charged for cancellation at less than 2 weeks' notice.**

<p><b>Hotel</b></p> <p>Executive room (per night)                      £155-£185 <input type="checkbox"/></p> <p>Standard room (per night)                      £95-£135 <input type="checkbox"/></p> <p>Arrival date    Arrival time</p> <p>Departure date</p> <p>To help us find suitable accommodation, please give us information about your hobbies and interests.</p> <p>Do you smoke?    Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>Do you have any allergies?</p> <p>Are you bringing a car with you?                      Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If you are arranging your own accommodation please give your address and telephone number in London.</p>	<p><b>Airport Collection Service</b></p> <p>Airport Collection Service required?                      Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Complete this box only if Airport Collection is required (see overleaf)</i></p> <p><b>Heathrow:</b>                      one way (£70) <input type="checkbox"/>                      return (£140) <input type="checkbox"/></p> <p><b>City Airport:</b>                      one way (£70) <input type="checkbox"/>                      return (£140) <input type="checkbox"/></p> <p><b>Gatwick:</b>                      one way (£95) <input type="checkbox"/>                      return (£190) <input type="checkbox"/></p> <p><b>Stansted:</b>                      one way (£95) <input type="checkbox"/>                      return (£190) <input type="checkbox"/></p> <p><b>Luton:</b>                      one way (£95) <input type="checkbox"/>                      return (£190) <input type="checkbox"/></p> <p>Flight number    From (City)</p> </div>
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Signature \_\_\_\_\_ Date \_\_\_\_\_

## How to get to Canning

**From Heathrow Airport:** By black taxi (registered black taxis are available at all terminals at Heathrow Airport), fare to Fulham approx £60.

By Underground (Piccadilly Line) to Earls Court station, and then District Line (**Wimbledon train**) to Fulham Broadway.

By train (Heathrow Express – the station is inside the airport) to Paddington Station, fare approx £15, then by black taxi, or Underground (District Line – **Wimbledon train**) to Fulham Broadway.

**From Gatwick Airport:** By train (the station is inside the Airport) to Victoria Station, fare approx £16, then by black taxi or Underground (District Line [**Wimbledon train**] to Fulham Broadway).

**From St Pancras (Eurostar):** By black taxi, fare approx £20.

**From Stansted Airport:** By train (Stansted Express) to London, Liverpool Street Station, fare approx £15, then by black taxi.

**Unless otherwise stated, the fares quoted are one-way only. All fares subject to change.**

It is advisable not to bring your car to London, as parking is difficult and costly.

## Airport collection service *(prices valid till December 2008)*

We can arrange for you to be met at your airport of arrival. If you would like to take advantage of this service, please let us know at the time you book your course. The costs of this (plus VAT) will be added to your invoice.

<b>Heathrow Airport:</b>	£70 (one way), £140 (return)
<b>London City Airport:</b>	£70 (one way) , £140 (return)
<b>Gatwick Airport:</b>	£95 (one way) , £190 (return)
<b>Stansted Airport:</b>	£95 (one way) , £190 (return)
<b>Luton Airport:</b>	£95 (one way) , £190 (return)

**DON'T FORGET TO VISIT OUR LONDON WEBPAGE FOR USEFUL LINKS – TO HOTELS, TRANSPORT INFORMATION, ENTERTAINMENT, ETC:**

<http://www.canning.com/clients/Londonlinks.cfm>

## Canning

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