


	Want to Focus on Key Areas in Your Business? See Where our Training Maps Against Our Signature 7 Leadership Framework © >>>>	001 Personal	002 Toolbox	003 Strategic	004 Culture	005 Speaking	006 Online	007 Family	Your Training Plan
No.	Leadership Education Suite Index, by www.TarranDeane.com and Corporate Cinderella Pty Ltd. Contact +61 (0) 417 654305 learn@tarrandeane.com	beliefs, values, identity; career; personal mission, work preference profile; bias; emotional intelligence; spirituality; relationship with money	apps, innovation; resources; IT, bring Your Own Device, Lunch & Learns, Skills Development, infrastructure	planning, financial, strategic direction, strategic alliances; risk management; objectives; marketing; profit & loss;	people, practice, engagement, collaboration, consultation; satisfaction surveys; measuring ROI on training, development and implementation	Communication: 1to1; 1:Many; 1:video; 1:Conference, Negotiating, Performance Management, Robust conversations; managing expectations	Digital footprint; online reputation; social media; content curation; web presence	Leading in your family; marriage and relationships; finances; long term plans; navigating relationship changes; blended and step families; holiday care	Select your preferred training topics and kickstart the conversation by calling our office or emailing learn@tarrandeane.com
1	10 Soft Skills You Need	x			x	x		x	
2	Administrative Office Procedures		x		x				
3	Administrative Support		x		x				
4	Anger Management	x		x	x	x			
5	Appreciative Inquiry			x	x	x			
6	Assertiveness And Self-Confidence	x			x	x		x	
7	Attention Management	x	x		x	x			
8	Basic Bookkeeping		x		x				
9	Being A Likeable Boss		x	x	x	x	x		
10	Body Language Basics				x	x		x	
11	Budgets And Financial Reports		x	x					
12	Business Acumen	x	x	x	x	x	x		
13	Business Ethics	x			x			x	
14	Business Etiquette	x	<i>helping leaders lead</i>		x	x	x		
15	Business Succession Planning			x	x				
16	Business Writing [*Copywriting* Hot Topic for 2016]		x	x		x	x		
17	Call Centre Training		x		x	x			
18	Change Management [*Hot Topic for 2016]		x	x	x	x	x		
19	Civility In The Workplace				x				
20	Coaching And Mentoring	x	x	x	x	x	x	x	
21	Collaborative Business Writing		x			x			
22	Communication Strategies [*Hot Topic for 2016]				x	x	x		
23	Conflict Resolution	x			x	x			
24	Creating a Great Webinar	x	x	x	x	x	x		
25	Creative Problem Solving	x	x	x	x	x			
26	Critical Thinking [*Hot Topic for 2016]	x		x	x	x	x		

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27	Customer Service [*Hot Topic for 2016]	x		x	x	x	x		
28	Delivering Constructive Criticism		x	x	x	x	x		
29	Developing a Lunch and Learn		x		x	x	x		
30	Developing Corporate Behaviours			x	x	x	x		
31	Developing Creativity		x		x	x	x		
32	Developing New Managers		x	x	x	x			
33	Digital Citizenship			x	x	x	x		
34	Emotional Intelligence	x			x			x	
35	Employee Motivation	x		x	x	x	x		
36	Employee Onboarding		x	x	x	x			
37	Employee Recognition		x	x	x	x			
38	Employee Recruitment		x	x	x	x	x		
39	Entrepreneurship	x	x	x	x	x	x		
40	Event Planning		x	x		x	x		
41	Executive and Personal Assistants		x		x	x			
42	Facilitation Skills		x		x	x	x		
43	Generation Gaps	x		x	x	x	x	x	
44	Goal Setting and Getting Things Done [Lead Educator]	x	x		x				
45	Handling a Difficult Customer	x		x	x	x	x		
46	Health and Wellness at Work.	x		x	x			x	
47	Hiring Strategies		x	x	x		x		
48	Human Resource Management		x	x	x	x			
49	Improving Mindfulness	x			x			x	
50	Improving Self-Awareness	x			x				
51	Increasing Your Happiness	x			x			x	
52	Internet Marketing Fundamentals		x	x		x	x		

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53	Interpersonal Skills	x			x	x		x	
54	Job Search Skills	x	x						
55	Knowledge Management [Lead Educator]		x	x	x		x		
56	Leadership And Influence	x		x	x	x	x		
57	Lean Process And Six Sigma		x	x	x				
58	Manager Management		x		x	x			
59	Managing Workplace Anxiety	x	x		x	x			
60	Marketing Basics.		x	x		x	x		
61	Measuring Results From Training		x	x	x				
62	Media And Public Relations [*Hot Topic for 2016]	x	x	x		x	x		x
63	Meeting Management		x		x	x			
64	Middle Manager	x	x		x	x	x		
65	Millennial Onboarding	x		x	x	x	x		
66	Motivating Your Sales Team	x		x	x	x	x		
67	Negotiation Skills [Lead Educator][*Hot Topic for 2	x			x	x	x		
68	Networking Within the Company	x		x	x	x	x		
69	Office Politics For Managers	x		x	x	x	x		
70	Organisational Skills	x	x		x	x			
71	Overcoming Sales Objections		x			x	x		
72	Performance Management			x	x	x			
73	Personal Branding	x	x	x	x	x	x		
74	Personal Productivity	x	x		x	x			
75	Presentation Skills		x			x	x		
76	Project Management		x	x	x	x	x		
77	Proposal Writing		x	x	x	x	x		
78	Public Speaking		x	x		x			

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79	Risk Assessment and Management		x	x	x	x			
80	Safety In The Workplace		x	x	x	x			
81	Sales Fundamentals				x	x			
82	Social Intelligence >>> Check Curriculum	x	x		x		x		
83	Social Learning		x		x		x		
84	Social Media In The Workplace [*Hot Topic for 2016]		x	x	x	x	x		
85	Stress Management	x		x	x		x		
86	Supervising Others		x		x	x			
87	Supply Chain Management		x	x	x	x	x		
88	Talent Management				x				
89	Team Building For Managers		x	x	x	x			
90	Teamwork And Team Building		x	x	x	x			
91	Telephone Etiquette		x		x	x			
92	Telework And Telecommuting		x	x	x		x		
93	Time Management	x	x		x	x			
94	Trade Show Staff Training		x	x	x	x			
95	Train-The-Trainer		x	x	x	x			
96	Virtual Team Building And Management		x	x	x	x	x		
97	Women in Leadership [HOT TOPIC By Tarran Deane]			x	x	x			
98	Work-Life Balance	x		x	x			x	
99	Workplace Diversity			x	x	x			
100	Workplace Harassment			x	x	x			
101	Workplace Violence			x	x	x			
102	Conducting Annual Employee Reviews	x	x	x	x	x			
103	Employee Termination Processes		x		x	x			
104	High Performance Teams (Inside the Company)	x	x	x	x	x	x		



