

# IN-HOUSE PROGRAM CATALOGUE

*An exciting array of training programs are now available for in house presentations ranging from half-day to two-days in duration.*

*Please call us for details and for a quotation.*



presents

## **A. Management Programs**

1. Working with Generation Y
2. Dealing with Crisis
3. Driving High Performance Culture Workshop
4. Max ROI Series
5. Management Development Workshop
6. Executive Coaching Plan (consulting service)

## **B. Personal Effectiveness**

7. Helping your people to Think Out of the Box
8. Developing a Feedback Culture in the Workplace

## **C. Team Building / Managing Teams**

9. Building High Performance Teams
10. How to be an Effective Team Leader
11. Building a Harmonious Work Team
12. Team Building in Action

## **D. Specialty Programs**

13. Influential Presentations
14. International Business Etiquette
15. Complaint is a Gift
16. Project and Event Management – Effective Planning and Control
17. Small Group Problem Solving and Decision Making

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**Reminder : ALL of our public programs  
are available for inhouse presentations too !!**

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### 7. Helping your People to Think out of the Box

Traditional ways of thinking are increasingly inadequate to address many of the issues organizations face today. Creativity, innovation, and the ability to implement new ideas has become a survival skill in this era of information and change. This workshop introduces one or two fun-filled techniques to help your work group generate creative ideas.

**Topics to be covered in this seminar include:**

1. The need to think out of the box
2. Pitfalls in brainstorming and how to prevent falling into them
3. One or two fun-filled technique(s) to help the group think out of the box

### 8. Developing a Feedback Culture in the Workplace

Feedback is not only something managers give to their subordinates, but something all staff need to give to one another from time to time. In fact, progressive organizations nurture a feedback culture, in which people of all levels actively solicit feedbacks from one another and from their customers. This mini-workshop discusses how to develop such a culture in your organization.

**Topics to be covered in this seminar include:**

1. Why nurture a feedback culture
2. Pre-requisites to developing a feedback culture
3. Reinforcing positive behaviours
4. Providing constructive feedback
5. How to nurture a feedback culture in your organization

