



Goldmark Training

LEADERSHIP AND
MANAGEMENT CATALOGUE



Our Director



*Tara Hussain - Cognitive Behavioural
Psychotherapist and Director at Goldmark
Training*

Tahira Hussain has extensive experience working in the statutory and voluntary sector. She had a 19-year career in social work, mental health, community development, charity and the housing sector. She has a successful track record in consultancy, training and project management. Qualified as a cognitive behavioural psychotherapist, she is a member of the BABCP and BPS. Working as a training associate for national agencies she has utilised her experience in the housing, health and care sector and delivered a menu of training packages aimed to support staff, stakeholders and residents on a range of topics including mental health

awareness, mental health and wellbeing, safeguarding children & adults, equality & diversity, stress management, managing depression, effective psychological intervention and developing self-esteem. Tahira is also an approved therapist to support wellbeing and awareness of mental health through training and CBT therapies.



What we do...

We provide value based corporate training packages and wellbeing solutions to public and private organisations in the UK and abroad.

Here is a catalogue of the courses we offer at Goldmark Training. If you have any questions or would like a bespoke offering, please contact us at: hello@goldmarktraining.co.uk.



[watch our promotional video here](#)





Minute Taking Skills

This is an essential course. Meetings are a vital part of today's business environment. Successful meetings provide an essential forum for planning, debate, sharing information and decision-making. A carefully prepared and well managed meeting can save valuable time and enable a business to meet its objectives. This training course is designed to give participants guidance and skills practice on how to document meetings to ensure successful outcomes.

The minute-taker plays a key role in ensuring the successful outcome of a meeting and the production of an accurate record of discussion and actions. When done correctly, the minute taker is an influential and respected position.



Taking Minutes and Chairing Meetings

The chair and minute-taker both play a key role in ensuring the successful outcome of a meeting and the production of an accurate record of discussion and actions. When done correctly, the chair and minute taker are an influential and respected position.

This bespoke workshop will cover the essentials of chairing a meeting effectively and efficiently, building rapport with attendees and teach you how to take concise, accurate minutes. The materials will be tailored the client's standard templates.

This workshop will help you to:

- Prepare for your role as Chair and minute taker*
- Take accurate notes of key points and actions*
- Practice skills to transfer information according to the organisations templates.*
- Provide focused clarification on using the standard formatting and bespoke style requirements to ensure consistency across the organisation for scrutiny and audit purposes.*



Delivering Effective Presentation Skills

This course is for anyone who wishes to develop their presentation skills so that they can create presentations that have an impact and impresses your audience.

- *Presentation Skills Course Objectives*
- *Recognise the need to deliver impressive presentations*
- *Understanding the preparation that is required for an effective presentation*
- *Improve the use of your body language and tone of voice to become a more engaging presenter*
- *Understand the structure of each part of a presentation*
- *Being confident when handling questions during a presentation*
- *Use visual aids that are appropriate and supportive*
- *Control nerves positively when speaking so as to reduce anxiety*
- *Have an opportunity to practice all that you have learnt*



Leadership and Management Skills

This leadership and management course focuses on maximising potential, empowerment and dynamics in the following areas:

- *Corporate behaviour*
- *Values & ethos*
- *Setting team objectives*
- *Leading the team well*
- *Having difficult conversations*
- *Managing performance*
- *Strategic Management*
- *Emerging managers*
- *Coaching and mentoring*
- *Creativity and innovation*
- *Motivation*
- *The human manager*
- *Perception & self awareness*

cont...

Using the 'The 3 Areas Approach' on maximising potential, empowerment and dynamics, this course will also look at:

- How to enable teams and encourage achievement and success in the organisation*
- How to construct effective feedback and have challenging conversations*
- To understand and explore our own levels of confidence*
- Understand the idea of unconscious bias and related concepts*
- Explore the impact unconscious bias has on organisations*
- How to be able to adapt the way our communication to deal confidently with a particular person or situation*



Mindful Self Compassion

Join us for the first in a series of webinars designed to help people manage their anxiety in relation to the current outbreak of COVID-19 on how to be kind to yourself.

This is a fully interactive question answer session on how self-compassion can help if the virus is causing you unnecessary anxiety, limiting your ability to work or travel, reducing your income, or if you or someone you know has already contracted the virus. A self-compassionate response to the COVID-19 epidemic can include various self help techniques which will be presented.



Managing Uncertainty

Human beings like certainty. We are hard-wired to want to know what is happening when and to notice things that feel threatening to us. When things feel uncertain or when we don't generally feel safe, it's normal to feel stressed. Right now, many of us are worried about COVID-19, known as the "Coronavirus". We may feel helpless about what will happen or what we can do to prevent further stress. In the second of our special webinars, Tara talks us through some mindfulness techniques for dealing with tolerating uncertainty. This is a fully interactive question answer session to support anyone struggling with uncertainty during the current climate.



Emotional Intelligence and Wellbeing

Emotional intelligence or EI is the ability to understand and manage your own emotions, and those of the people around you. People with a high degree of emotional intelligence know what they're feeling, what their emotions mean, and how these emotions can affect other people. It is especially important now to be able to manage our emotions during such a difficult time of uncertainty.