

## Five Essential Business Skills for Managers and Professionals

These five programmes form a practical capability suite for organisations that want clearer communication, stronger commercial control, better decisions, and confident use of AI. Each course stands alone.

Together, they create a sharp, modern management toolkit.

They focus on judgment over jargon, structure over instinct, and results over activity.

**Available for training assignments in the UK, Europe, UAE, Saudi Arabia and the United States.**

### 1. Better Business Writing Skills

**Write clearly. Get read. Get results.**

Poor writing wastes time and weakens decisions. This one-day programme gives professionals simple, repeatable structures for writing emails, reports, and summaries that are quickly understood and acted on decisively.

**Delivers:** clarity, brevity, confident tone, and strong executive summaries.

### 2. Advanced Negotiation Skills

**Protect value. Control outcomes. Close with confidence.**

Negotiation is where margin is made—or quietly lost. This two-day programme replaces instinct with structure, helping participants plan, negotiate, and close deals that are commercially sound and clearly agreed.

**Delivers:** stronger agreements, firmer boundaries, fewer surprises.

### 3. Contract Management and Commercial Awareness

**Work smarter, with a commercial purpose.**

Most contract failures are commercial rather than legal. This two-day programme develops the judgement needed to manage risk, scope, cost, and performance throughout the contract lifecycle.

**Delivers:** better margins, fewer disputes, clearer governance.

### 4. Unlocking AI Potential for Managers

**Lead with judgement. Use AI without losing control.**

AI is no longer a technical issue—it is a management issue. This one-day course equips managers to use AI safely, responsibly, and productively without over-reliance or reputational risk.

**Delivers:** confident leadership, sound decisions, clear guardrails.

### 5. Unlocking AI Potential for Business Success

**Apply AI where it adds real value.**

This practical one-day programme focuses on business application, not theory. Participants learn how to use AI to improve research, analysis, content creation, and productivity—quickly and responsibly.

**Delivers:** faster output, better thinking, measurable productivity gains.

### What You Need to Know

- All programmes are **highly practical**, business-focused, and interactive
- Delivered **onsite or live online**
- Led by **Graham Roberts-Phelps**, with twenty-five-plus years of commercial experience

**Result:** clearer communication, stronger commercial control, better decisions, and managers equipped for a modern, AI-enabled workplace.