

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.