

**MANAGEMENT**

# **RAISING STANDARDS: PERSONAL EFFECTIVENESS ESSENTIALS**

**SMARTSCREEN INFORMATION SHEET**

- ✓ Unique supporting resource in the FE market
- ✓ Qualification and level specific
- ✓ Unlimited tutor and learner logins
- ✓ Outstanding value
- ✓ Developed to help tutors and learners maximize their teaching and learning experience

## RAISING STANDARDS: PERSONAL EFFECTIVENESS ESSENTIALS

City & Guilds SmartScreen is our dedicated online resource portal, supporting over 120 qualifications. It currently boasts more than 80,000 resources and pages of content for tutors and learners.

### HOW CAN SMARTSCREEN HELP ME?

SmartScreen materials have been designed specifically for each individual qualification. They have been developed to assist tutors, and others, delivering the qualification to obtain the best possible results for their learners.

**Price: £1,500 + VAT**

### Supported Units: Personal Effectiveness Essentials E-Learning Modules

- Personal Effectiveness Essentials - this suite of 11 high quality elearning modules is designed to fit into the busy manager's life, and give them the best introduction to making a difference through their personal effectiveness.
- Coaching - effective coaching is hugely beneficial to both your organisation and the people who receive the coaching. This module can help you to build a rapport between colleagues, co-workers and others in the workplace, as well as nurturing effective listening and questioning skills.
- Communication - effective communication is a key skill in business, be it oral, written or body language. Our Communication module is designed to put you on a path to effective all-round communication, as well as develop your skills to improve your social performance in and around the workplace environment.
- Creativity - is creativity important in your line of work? Well, if you want to provide innovative solutions, creative problem solving and new ways to improve old processes, then you need to get creative. This module can tap into new perspectives and ways of thinking in the workplace.
- Difficult Conversations - a good manager can take difficult conversations and turn them into constructive discussions which improve performance.
- Equality and Diversity for Managers - this module uses case studies and key messages to help managers understand how to manage a diverse workforce and get the best out of people.
- Leadership - though becoming a great leader takes experience and practice, our Leadership module will provide the grounding and understanding to start you on a journey to effective leadership.
- Networking - this is a vital part of many businesses today; it not only lets people share ideas, and experiences but also helps raise your profile in the marketplace.
- Problem Solving - this module will help you look at your current problem-solving skills. Find out how you personally should be tackling and resolving various issues that arise within the workplace, and learn to identify the necessary steps needed in order to begin this process.
- Self-Development - this module will help you to reflect on and identify

Every qualification is supported by an invaluable tutor discussion forum that is monitored by an expert in the field. You can ask advice, seek views and share best practice with the thousands of other tutors already actively using SmartScreen as well as obtain a speedy response from an industry expert to any questions you may have.

#### Why choose Smartscreen?

<b>Shake learning up</b>	Offers flexibility in lesson delivery and learning styles.
<b>Engage and motivate</b>	Comprehensive sample questions and revision material ensure learners are well prepared for exams and assessments.
<b>Learn inside and outside the classroom</b>	With increased internet speeds available to learners using smartphones, laptops and tablets, resources can be accessed at any time and in any location.
<b>24 hour support network</b>	The tutor forums are a great way to request information and advice, including having access to an expert in the field - plus, you'll have access to forums dedicated to the Qualifications Credit Framework (QCF) and Functional Skills.
<b>Stay ahead</b>	The definitive source for the most up-to-date information about qualification developments and delivery information.
<b>Do what you do best</b>	Our lessons plans, handouts and worksheets will save tutors time, meaning that they can keep their heads out of the paper work and teach.
<b>Peace of mind</b>	Peace of mind that the resources fully support the qualification.

#### Try before you buy...

Take 20 minutes to let us show you all the material available, you won't even need to leave your desk. Find out more at [www.SmartScreen.co.uk/webconferencing](http://www.SmartScreen.co.uk/webconferencing).

#### How do I subscribe?

##### Three easy ways to subscribe:

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- Email: [directsales@cityandguilds.com](mailto:directsales@cityandguilds.com)
- Call: 0844 543 0000 (Choose option 5 – SmartScreen)

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