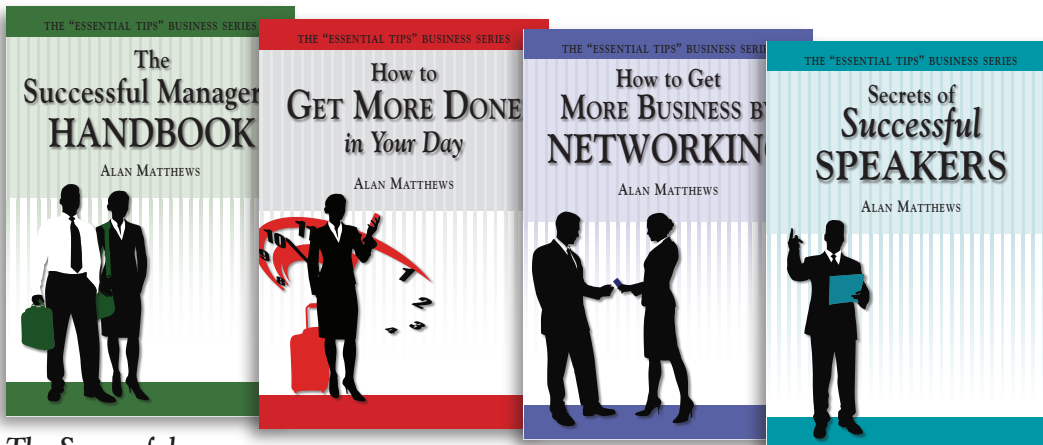


# Essential Tips Booklets

*Packed with Practical Information in a Handy, Easy-to-Read Format*



## *The Successful Manager's Handbook*

How to lead and motivate the people who work for you and become respected and effective as a manager.

## *How To Get More Done In Your Day*

How to plan and organise your work, stay focused and achieve more with less stress.

## *How To Get More Business By Networking*

How to become a top networker and win more business, a step by step guide from choosing the best events to following up.

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How to prepare and deliver confident, memorable talks and presentations, avoiding the common mistakes which can undermine your impact.

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**Alan Matthews** is an inspiring trainer, coach and speaker with many years experience in developing managers, professionals and business leaders. He is a prolific writer of articles and training materials. For full details of the courses and services he can provide for your business go to [www.trainofthoughtcourses.com](http://www.trainofthoughtcourses.com)

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