



Training & Development Capability Statement

BIZIA is a training and development business that focuses on providing training workshops to organisations and companies that focus on your staff development needs, both immediate and future training requirements, specifically tailored with your organisation in mind. During these workshops participants undertake a series of individual and team exercises to evaluate their knowledge and understanding and how that is related to their business.

These workshops are delivered under the **Management in Action** interactive workshop series. They have been designed by industry experienced and trained business professionals to deliver management leadership and life skills to assist participants to succeed and add value to their organisation.

All workshops are cost effective and deliver a solid return on investment to your business in staff training and development, staff engagement and building human capital.

BIZIA—Offers a range of business training workshops to meet your businesses needs from:

- Daytime, evenings or weekends
- 1 or 2 hour workshops
- 1 /2 day workshop
- 1 day workshop
- 2 day workshop

Management in Action Workshop Series Available:

- Business Negotiation
- Managing Team Dynamics
- Running Successful Meetings
- Written & Verbal Communication
- Strategic Business Planning
- Effective Delegation
- Goal Setting & Time Management
- Reading Body Language
- Risk Management
- Dynamic Business Presentations
- Sales Management
- Key Account Management
- Culture Change
- Effective Communication
- Public Speaking to Large Audiences
- Speedreading

BIZIA & Management in Action

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