



## WHY MAHL?

mahl run successful courses that make a real difference and provide opportunities for delegates to make noticeable improvements to their working environment.

The course and workshops are tailored to support the well being of delegates and provide you with strategies to achieve their potential at work – for all your working life.

### WHO SHOULD ATTEND THIS COURSE?

Managers and team leaders.

### WHAT IS THE AIM OF THE COURSE?

To promote strategies so that delegates can:

- Set personal goals for their own development
- Improve the outcomes of their communications with clients and colleagues
- Identify ways of improving their well-being at work
- Improve personal planning in the working environment

FOR ALL YOUR WORKING LIFE

MOORE ASSOCIATES HAMPSHIRE LIMITED

# mahl

for all your working life

GENERATING  
ENERGY & BALANCE  
IN THE WORKPLACE  
BUSINESS & IT TRAINING  
SERVING THE SOUTH

If you cannot see the course you want, remember we develop courses to suit your needs. Contact us and let us help you design the course or workshop you want.

## CONTACT US

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W [www.mooreassociateshampshire.com](http://www.mooreassociateshampshire.com)

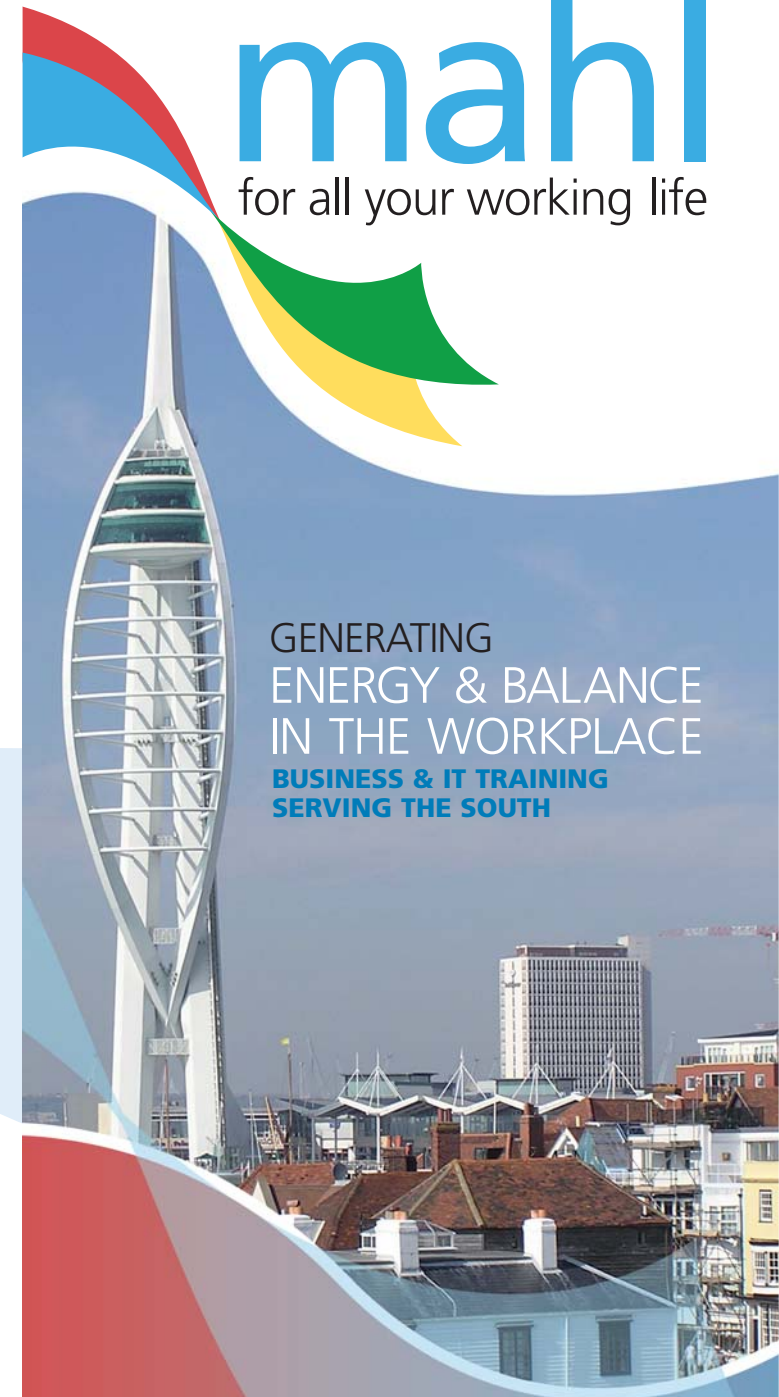
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# BOOKING FORM

## GENERATING ENERGY & BALANCE IN THE WORKPLACE

A workshop that aims to allow you to control and manage your working environment and to avoid developing stress.

A workshop for those who would like an opportunity to learn strategies to avoid the build up of stress at work. To improve and develop their work life balance in a pleasant and positive environment.

## LOOKING AFTER YOURSELF PHYSICALLY AT WORK

How to avoid back pain, keep feeling good without the gym.

## PRESENTING YOURSELF POSITIVELY TO OTHERS

Using colour to send a positive message about you and your working environment.

## IMPROVING YOUR PERSONAL PERFORMANCE

Using time effectively, planning and setting achievable goals. Develop skills that help you to manage stressful situations.

### COURSE CONTENT

- Your well being at work
- Presenting yourself positively
- Goal Setting
- Planning to improve personal performance
- Perceptual Positions – seeing things from different points of view

### COURSE OUTCOMES

Delegates assess and choose strategies to improve their performance. Skills to manage stressful situations are enhanced. Confidence and wellbeing is boosted.

### COURSE DETAILS

The number of delegates who can attend each course is limited to a maximum of 28. Course places must be booked and paid for in advance.

MAHL are unable to make refunds but will accept substitute delegates. Further details will be provided prior to the event.

### COURSE DURATION

Courses are held over one day from 9am to 5pm.

### COURSE FEE

- £189-50 plus VAT
- Two delegates £350 plus VAT\*

\*Applies where two or more delegates are attending from the same company.

NUMBER OF DELEGATES:

COURSE DATE:

Thursday 2nd July 2009

Thursday 1st October 2009

Delegate Name.....

Job Title.....

Organisation.....

Address.....

.....

.....

.....

PostCode.....

Telephone.....

Email.....

Special Requirements.....

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### PAYMENT

**By Cheque** to: Moore Associates Hampshire Limited

**BY BACS** (remittance advice will be sent as payment confirmation)

**I require an invoice:**

Invoice address:.....

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PostCode.....

Purchase Order no:.....

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Authorised Signature.....