

# INDIGO

TODAY

indigo



## Summer News

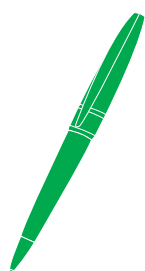
### Slim down for Summer!

Indigo help you cut out the 'fat' in your communications.

With the summer approaching, many people spend time thinking about how they look in time for that all important summer holiday. Yet with all this focus on appearance, when was the last time you spent a few hours cutting out the 'fat' and 'waffle' in your business communications?

Our summer newsletter focuses on communication workshops that make you sound as sharp as you look. Our structured, practical, globally proven workshops give you career-enhancing ways to help you present, speak under pressure and write with clarity, brevity and impact.

Four unique training events to develop your **FORMAL**, **INFORMAL** or **WRITTEN** communication skills...



#### Writing Dynamics™

- Learn how to get your reader's attention
- Ensure your key messages are understood
- Techniques to save you and your reader time

9th - 10th MAY  
LEEDS



#### The Skilled Presenter™

- Learn how to craft your presentation and position your ideas
- Overcome stress, field questions and maintain control
- Learn the most powerful forms of persuasion to achieve impact

11th - 12th MAY  
LONDON



#### Think on Your Feet®

- Answer questions on the spot and under pressure
- Get your ideas across during meetings, phone calls and presentations
- Learn how to explain and structure complex information clearly

11th - 12th MAY  
LEEDS



#### Thought Leadership™

- Learn exemplary decision-making skills and focused leadership
- Build the capabilities, strengths and engagement of your team
- Learn how to transform the thinking of those around you

17th MAY  
EDINBURGH

#### Features...

##### The Skilled Presenter™



##### Public Workshop Dates



##### Indigo Blog



For workshop dates  
see page 3

For more information  
call: 020 7924 8760

or visit  
[www.indigobusiness.co.uk](http://www.indigobusiness.co.uk)

# The Skilled Presenter™

It is said that people are more afraid of speaking in public than practically anything else. This two-day workshop will give you the tools and techniques to reclaim your confidence and banish these fears.

The Skilled Presenter™ provides structured techniques to ensure you deliver polished presentations with impact, every time. With The Skilled Presenter™, you will be able to:

- Craft content and position your ideas
- Overcome stress, field questions and maintain control
- Learn the most powerful forms of persuasion to achieve impact

The Skilled Presenter™ workshop examines how to deliver a presentation. We focus on how listeners perceive the speaker, and introduce reliable techniques that professional speakers use to prepare and deliver presentations.

“Thoroughly enjoyable workshop, presenter was excellent. I gained invaluable skills.

oil exploration company”

With the Skilled Presenter™, you will learn how to:

- ✓ Position your ideas for your audience's core concerns
- ✓ Involve your audience
- ✓ Overcome nervousness with proven techniques
- ✓ Practise and rehearse effectively
- ✓ Craft your content
- ✓ Use language your listeners will understand
- ✓ Use eye contact: the most powerful persuader
- ✓ Use gestures, stance and movement with purpose
- ✓ Use humour
- ✓ Field questions
- ✓ Make use of the latest visual aids and trends

## Workshop Benefits

### Practise

Having planned and prepared, you will 'practise, practise, practise' your own presentations.

### Confidence

Practical and proven exercises give you the confidence to use your gestures, stance and voice to maximum effect - get your message heard!

### Feedback

Your very own DVD recorded film allows you to see your own improvements, helping on-going self assessment in a safe environment.

## IN OUR NEXT ISSUE



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# Our next Public Workshop Dates

Dr Edward de Bono's

## Lateral Thinking™

For executives, managers, professionals and advisors who want to make their organisation more innovative in the face of growing competition.

05-06 Jul, London  
13-14 Sep, London

Dr Edward de Bono's

## Simplicity™

Learn to reduce complexity, improve thinking and results. Streamline products and processes to improve effectiveness.

14 Sep, Manchester  
20 Sep, London

Dr Edward de Bono's

## Six Thinking Hats®

For people who want to improve team-working, hold more productive meetings, generate new ideas and solve problems faster.

10 May, London  
04 Jul, London  
08 Aug, Manchester  
06 Sep, Glasgow  
12 Sep, London  
23 Sep, Birmingham

Dr Edward de Bono's

## Focus on Facilitation™

The complete guide for organising, managing and leading group thinking. Engage employees and help them radically improve their thinking abilities.

07-09 Jun, London  
01-03 Aug, London  
04-06 Oct, London

Dr Edward de Bono's

## Power of Perception™

Helps you to cut out all the distractions and funnel your thoughts until you drill down to the right action.

10 May, Birmingham  
17 May, Edinburgh  
07 Jun, London

Dr Edward de Bono's

## Six Thinking Hats® Accreditation

Become an Authorised Trainer of Dr. Edward de Bono's Six Thinking Hats®.

04-07 Jul, London  
03-06 Oct, London

## Think on Your Feet®

Unique tools for anyone who doesn't relish dealing with difficult questions, or being put on the spot.

27-28 Apr, London  
11-12 May, Leeds  
08-09 Jun, London  
14-15 Jun, Birmingham  
04-05 Jul, London  
23-24 Aug, London

## Writing Dynamics™

For people who want to achieve written skills of the highest quality while saving time by following a proven system.

09-10 May, Leeds  
28-29 Jun, London  
04-05 Jul, Birmingham  
03-04 Aug, Edinburgh  
20-21 Sep, London  
15-16 Nov, London

## The Skilled Presenter™

For anyone who presents to management, delivers sales presentations, briefings or employee presentations.

11-12 May, London  
08-09 Jun, Edinburgh  
27-28 Jun, Manchester  
06-07 Jul, Birmingham  
21-22 Sep, London

## The Complete Presenter™

The complete solution for anyone who presents to small groups, large audiences, or to the press and media.

24-26 Aug, London  
07-09 Sep, Birmingham  
12-14 Oct, Manchester  
16-18 Nov, London

## Email Intelligence™

The event is ideally placed for anyone who wants to use and manage email and all forms of modern communication effectively.

15 Jun, Manchester  
05 Jul, Birmingham  
13 Sep, London

## Grammar on the Rocks™

This half-day workshop will benefit anyone who wants to address business communication challenges and improve workplace productivity.

15 Jun, Manchester  
05 Jul, Birmingham  
13 Sep, London

## Robin Ryde's Thought Leadership™

From the international publication, transform the thinking of those around you with innovative decision making, organisation and leadership techniques.

17 May, Edinburgh  
13 Sep, London

## Robin Ryde's A-Z of Leadership™

Cut through the maze of leadership techniques old and new. Learn to select the best blend to suit your own leadership style.

14-15 Jun, Birmingham  
11-12 Oct, London

## The LinkedIn® Masterclass

This workshop takes you step-by-step through the basics of setting up your LinkedIn® profile, to developing your business network online for personal and professional gain.

25 May, London  
23 Jun, London

## Project Management Survival Guide™

A practical step-by-step guide for everyone involved in projects, designed and delivered by real project managers.

08-09 Jun, Edinburgh  
05-06 Jul, Manchester  
22-23 Aug, Edinburgh  
12-13 Sep, London  
27-28 Sep, Bristol  
11-12 Oct, Edinburgh

## Structured Interview Masterclass™

Provides you with the tools to identify high performing people, using a competency based approach.

17 May, Edinburgh  
21 Jun, Birmingham  
02 Aug, London  
06 Sep, Manchester  
12 Oct, London

## Competency Design Workshop™

Learn how to integrate information to develop robust competency frameworks.

22-23 Jun, Birmingham  
20-21 Sep, London  
08-09 Nov, Edinburgh

To register today go to...

[www.indigobusiness.co.uk/workshops](http://www.indigobusiness.co.uk/workshops) or call 020 7924 8760

# Indigo BLOG

In Indigo's latest **Blog**, newest Indigo associate Natalie Jenkins explores...

## Where do you do your best thinking?

*In the shower...Driving in the car...Exercising...Gardening...*

We ask this question at our Six Thinking Hats® training sessions. If you are like 95% of people we've surveyed...your answer is doing something alone that takes place somewhere other than at work. This discovery leads to a robust and meaningful dialogue between workshop delegates. Even in the rare cases when someone reports that they do their best thinking in a group, often it is still not at work, but takes place at a pub or friend's house, or another social gathering place. Keep in mind, this question relates to a self assessment of where and when you personally feel you do your best thinking.



Further digging into this topic has revealed a few other key findings:

1. People understand "best thinking" to mean creative and innovative
2. People report they spend too much time "putting out daily fires" or attending too many meetings to have time to think while at work

All of these findings are most unfortunate news for businesses. Research shows that "thinking time" up front on decisions, projects and processes is the #1 factor leading to success.

So, what to do? I'll use the Sound of Music for some **inspiration**... "Let's start at the very beginning. A very good place to start. When you read you begin with ABC. When you sing you begin with do re mi."...when you think you begin with de Bono think-ing. Okay, so it's not quite as catchy as do re mi...but you get the point.

Here are three practical tools, developed by Edward de Bono, that are proven to work:

1. **Six Thinking Hats**: Focus on one type of thinking at a time. Bonus! The process shortens the amount of time you spend in meetings. And gets you better results.
2. **Power of Perception**: Make sure you have a clear view even when you don't have time or solitude. Bonus! You won't have to put out so many fires because you'll get it right the first time.
3. **Lateral Thinking**: Make creative connections on demand, when you need them. You can even use these thinking tools in the shower if you want! Bonus! A system for challenging the status quo that won't get your fired.

Your best thinking may always be in the shower, while gardening, etc. but now at least you've got some good suggestions for best thinking while on the job.

Think on...

*Natalie Jenkins*

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