



## PERSONAL EFFECTIVENESS PROGRAMMES

**Stening Consultancy Ltd.** offers a portfolio of management development/personal effectiveness programmes and consultancy services helping managers and teams, across a range of business sectors, improve effectiveness, productivity and performance. As most organisations today operate in a competitive climate, we will work in partnership with you to strengthen management capability, enhance employee job satisfaction and ensure your policies are compliant with current legislation and industry good practice.

Committed to equity at work, Stening Consultancy provides high quality, professional services which offer your organisation and its people added value. Our range of services includes:

**Management Development Programmes, Personal Effectiveness Programmes, Consultancy, Diversity Awareness Programmes, Mediation Services and Coaching for SMEs.**

### PERSONAL EFFECTIVENESS PROGRAMMES

For managers and staff, on-going personal development is paramount to improve efficiency, motivation, and confidence. Stening Consultancy has extensive experience of helping individuals and organisations identify ways to improve personal effectiveness and will provide the necessary training programmes. The programmes will not only enhance the skills and performance of the individual but will also have a positive impact on the efficiency of the organisation.

Personal Effectiveness Programmes can be delivered on a one-to-one or group basis and include, but are not limited to:

- Managing time and workload
- Career development
- Achieving work-life balance
- Listening skills
- Balancing pressure and performance
- Assertiveness
- Presentation skills

Key benefits include:

- Increased productivity and improved performance
- Improved relationships
- Improved job satisfaction and morale
- Increased staff retention
- Positive corporate image
- Reduced absenteeism
- Improved individual health
- Cuts costs

**Principal Consultant/  
Managing Director  
Letitia Stenning B.ED (Hons) MBA**

Letitia's career spans extensive periods as an educator, and then as head of education personnel for two local authorities. Prior to establishing Stenning Consultancy in 2001, Letitia was assistant director (training and development) for a national charity. As a firm believer in lifelong learning Letitia also has a diploma in personnel and employment law, diploma in stress management, certificate in teaching drama and most recently completed her master practitioner certificate in NLP (Neuro-Linguistic Programming).

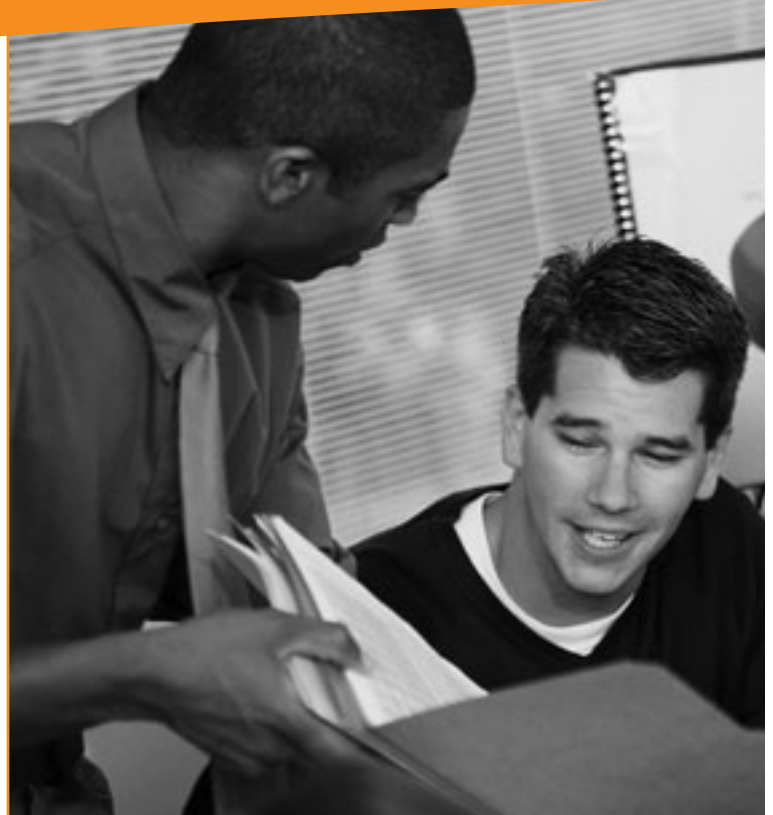
Letitia has a daughter at university and is actively involved in her local community on a voluntary basis.

**Associate Consultants**

We have a team of associates who are friendly, skilful and with several decades of experience to meet your development needs.

**Office Manager  
Jenny Welch**

Jenny has always enjoyed a life which involved interaction with lots of people and has spent many years as the personal assistant and chief administrator to the director of a large voluntary organisation working with people of all ages. Jenny has also enjoyed time as a secretary as a civil servant and a professional squash coach.



*“ Letitia did an excellent job. I thoroughly enjoyed the course. It was interesting, fun and informative. ”*

**Acting Area Manager, Local Authority**

*“ I certainly would recommend that this course is attended and that staff are made more aware of the opportunity for self-development. ”*

**Fund-Raising Manager, UK charity**



**Stenning Consultancy  
People Developers**

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