

Jane's Custom-Designed Seminars and Workshops

Presentation and Communication Skills

- *Professional Presentation Skills; Building Rapport; and Networking 101*
- *Speaking with Influence and Getting Your Ideas Across in Person and in Print*
- *Successful Video-conference (and/or Telephone- and Web-)Facilitation*
- *Effective Meeting Facilitation*
- *Constructing Presentations that Win New Business*
- *Persuasive Communication Skills for Technical Professionals*

Writing, Proofreading, and Grammar Skills

- *Business Writing for Results*
- *Technical Writing Skills; Writing Procedures; and Writing Project Management Documents*
- *Writing for the Web*
- *Grammar for Business Professionals and Proofreading for Perfection*

Management & Leadership Skills

- *Managing Multiple Priorities and Time Management for Busy Professionals*
- *Interview Skills for Hiring Managers*
- *First Time Supervisors' Guide to Success*
- *The Anatomy of Leadership*
- *Staying Motivated in the Midst of Change*
- *Delivering Constructive Feedback*

Marketing

- *How to Create Successful On-line and Off-line Promotional Materials*
- *The Essentials of Brand Management*
- *Analyzing & Improving Direct Mail Marketing and ROI Marketing*
- *Getting the Word Out*
- *Marketing to Tourists (also, Marketing to Women, et al)*
- *Creating a Sensory Branding Marketing Plan*

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