



**APDs VALUE ADDED:**

# **COACHING FOR YOUR BUSINESS**

A PUBLICATION OF APD RESOLUTIONS LTD  
BY HYWEL GRIFFITHS, MD, APD RESOLUTIONS LTD

[www.apdresolutions.com](http://www.apdresolutions.com)  
[info@apdresolutions.com](mailto:info@apdresolutions.com)

APD is committed to respecting your privacy and to complying with applicable data protection and privacy laws (GDPR).  
Copyright © 2019 APD All Rights Reserved.

# TABLE OF CONTENTS

**INTRODUCTION**

**1**

**TIME MANAGEMENT**

**2**

**GOAL SETTING**

**3**

**PRESENTATION SKILLS**

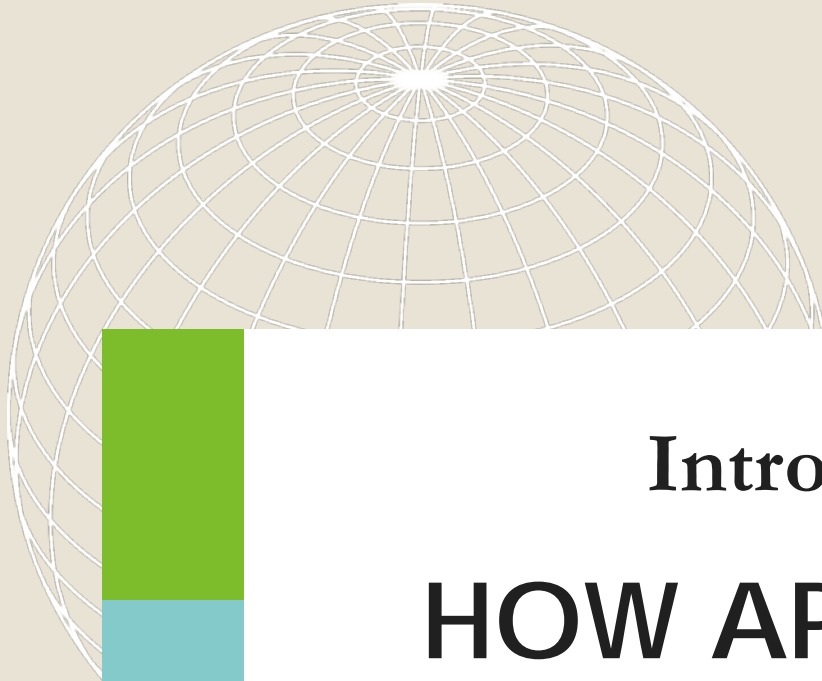
**4**

**ONBOARDING & ORIENTATION**

**5**

**APD GOLD**

**CONCLUSION**



Introduction

**HOW APD BRINGS  
COACHING VALUE  
ADDED TO SMALL  
BUSINESSES**

---

# COACHING VALUE FOR YOU

## How we help with your COACHING PAIN POINTS

---

There are areas in every company where the business is affected negatively because training has either NOT been conducted; or conducted POORLY. As ever, businesses tend to view training as a LAST OPTION; and an expensive one. APD's view is that poor or no training affects a business financially far more than a business gives it credit for.

Over the years, APD has gathered a lot of information on the effect of poor training; and share them below as a reference point for why training should be viewed as an important element of any business.

- Immediately improves employee performance
- Immediately improves employee morale
- Increases productivity of your business
- Improves the quality of the work and thereby the reputation of the business
- Reduces faults; thereby reducing customer complaints
- Ensures competent staff within the business
- **Continuous training ensures continuous improvement.**



## Chapter One

# **TIME MANAGEMENT WORKSHOP (AND ONLINE APD GOLD PROGRAMME)**



---

# TIME MANAGEMENT PROGRAMME

## How APD give you WORK/LIFE Balance

---

A specially developed ½ or 1 day programme to help you understand how much time is spent on the **incorrect activities** both in personal and corporate life.

At the end of this workshop; it is expected you will be able to utilise your time more effectively and efficiently as a result of the exercises and examples shared in the programme.

**The course contents includes:**

Introduction to time management

Time matrix – thinking

Planning

Prioritising

Adjusting

Goal setting

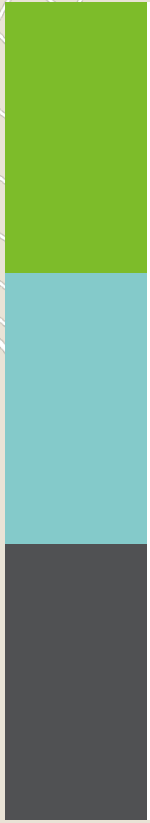
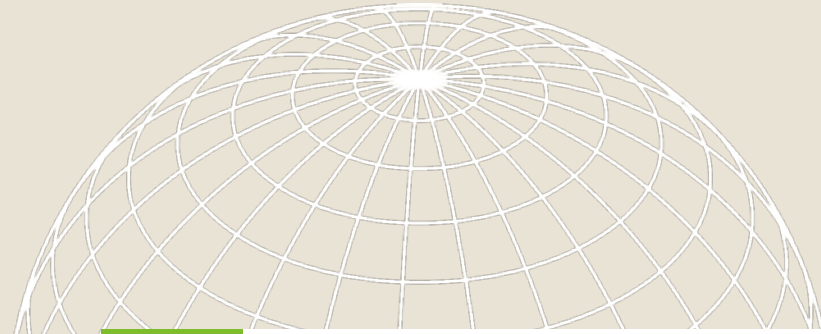
Poor time management

Good time management

Time management summary and activities.

A final exercise is to set a diary for the next 90 days; which will be monitored by APD.

THIS PROGRAMME IS ALSO AVAILABLE AS PART OF THE APD GOLD (GLOBAL ONLINE LEARNING DEVELOPMENT) ONLINE SUITE.



**Chapter Two**

**GOAL SETTING  
WORKSHOP  
(AND ONLINE  
APD GOLD  
PROGRAMME)**



---

# GOAL SETTING WORKSHOP

## Setting your goals to your vision

---

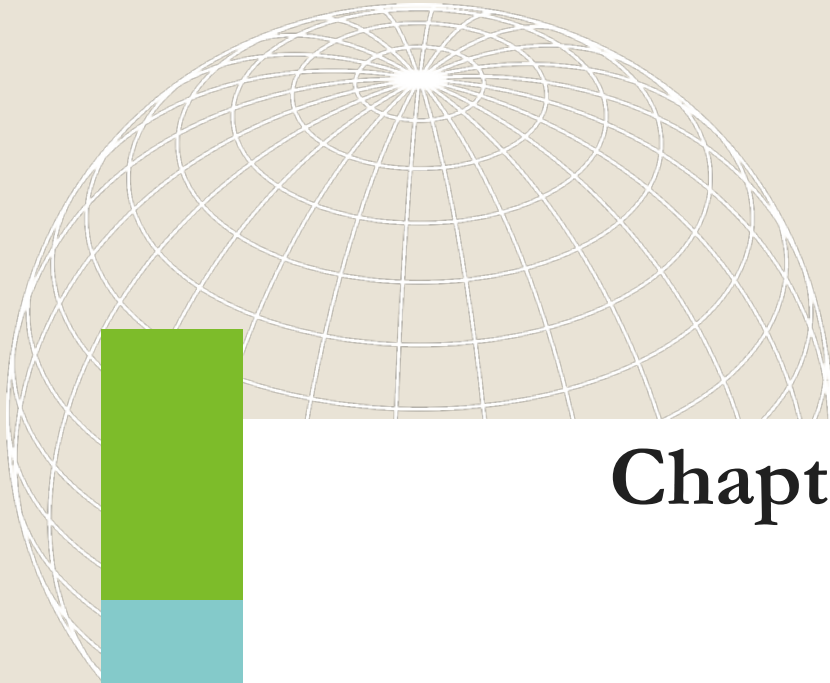
A specially developed ½ day programme to help you understand how to develop your goals from understanding your vision.

At the end of this workshop; it is expected you will have a complete list of the activities you need to undertake in order to achieve the goals that are related to your vision/dreams.

**The 6Step Goal Setting process you will learn in the workshop is as follows:**

1. The dreamboard exercise
2. List completion
3. Plan activity
4. Date determination
5. Short/Medium/Long term plans completion
6. Accountability process.

THIS PROGRAMME IS ALSO AVAILABLE AS PART OF THE APD GOLD (GLOBAL ONLINE LEARNING DEVELOPMENT) ONLINE SUITE.



## Chapter Three

# PRESENTATION SKILLS WORKSHOP

---

# PRESENTATION SKILLS WORKSHOP

Boosts YOUR confidence for presenting

---

A specially developed programme aimed at equipping inexperienced presenters with the skills and tools to present confidently and successfully in a variety of situations.

At the end of this workshop; you will physically see recorded evidence of how you have improved your presentation skills following the training input; and understand how to use the training tips given to improve your presentation skills further.

**The course contents includes:**

Presentation skills overview (personal)

Ideas for gaining attention

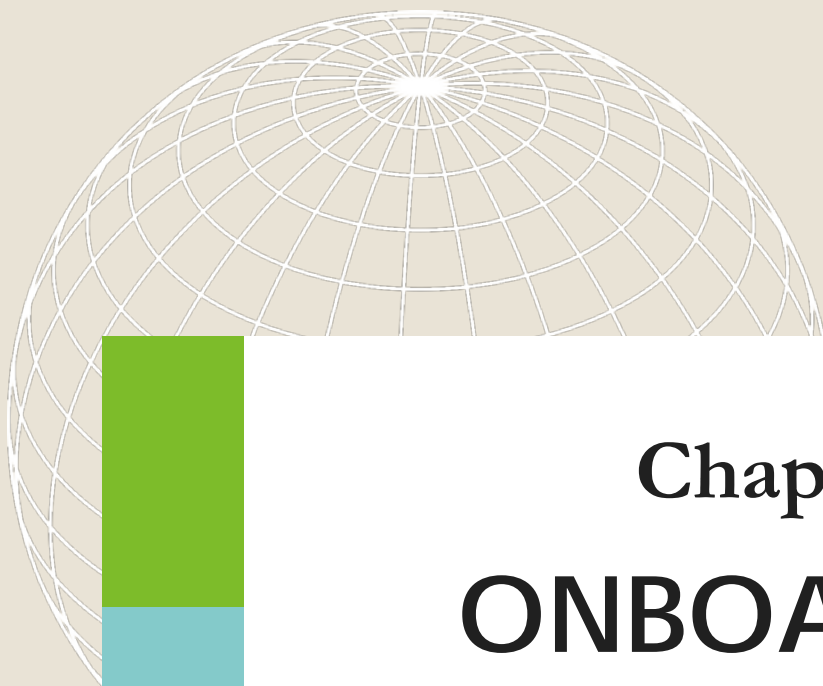
How to design your presentation

Understanding pre-delivery elements & delivery techniques

Videoed presentation delivery and feedback

Understanding the presentation formula

Managing the presentation.



Chapter Four

**ONBOARDING &  
ORIENTATION  
WORKSHOP**

---

# ONBOARDING & ORIENTATION

Keep your employees happy and engaged

---

A specially developed 2 x ½ day programme to help you ensure your new staff member has the right start in your business.

At the end of this workshop; your staff member will understand YOUR requirements over the next 12 months; and we will have between us developed a programme with YOUR input of how they will achieve YOUR goals for THEM.

This programme is in addition to the expected orientation process you should have shared with the employee; which includes:

- Employee benefits information
- Personal policies
- Daily routine
- Company organization and operations
- Safety measures and regulations
- Facilities tour.

## **The course contents includes:**

Day 1:

Meeting with HOD

Analysis of staff member current status

Development of commitment strategy

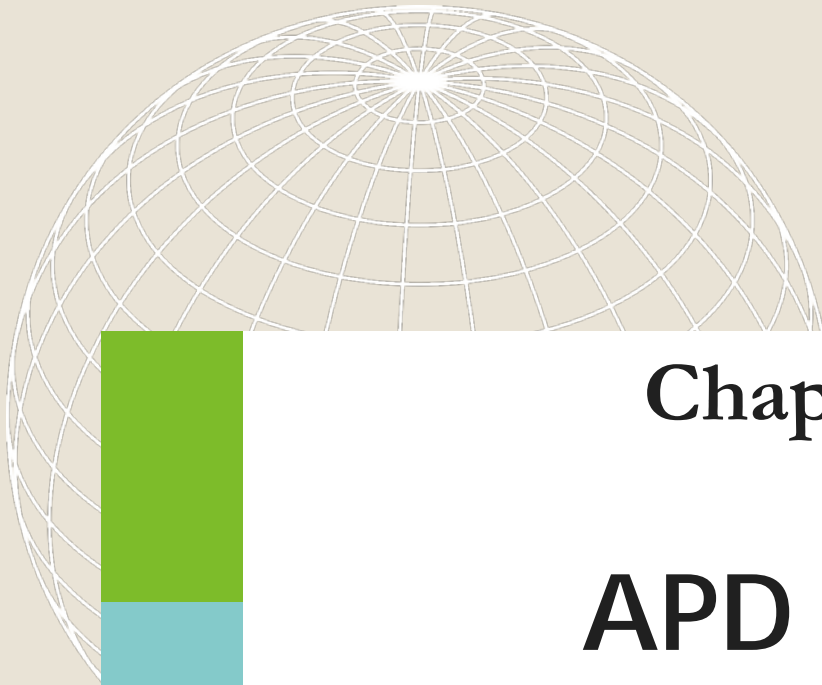
(development of plan by employee in own time)

Day 2:

Action planning

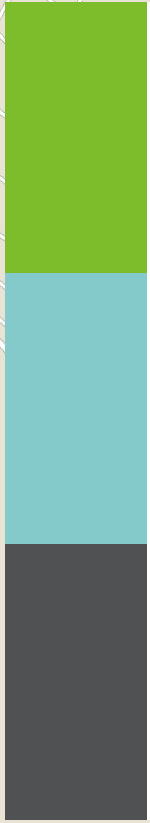
Activity management strategy

A final exercise is to set a diary for the next 90 days; which will be monitored by APD and shared with HOD.



## Chapter Five

# APD GOLD – GLOBAL ONLINE LEARNING/LANGUAGE DEVELOPMENT



---

# APD GOLD PROGRAMMES

Saving you time with online workshops

---

APD GOLD is a suite of programmes specifically developed to help YOU save time and money as they are conducted ONLINE to suit YOU.

**The available programmes for the suite are as follows:**

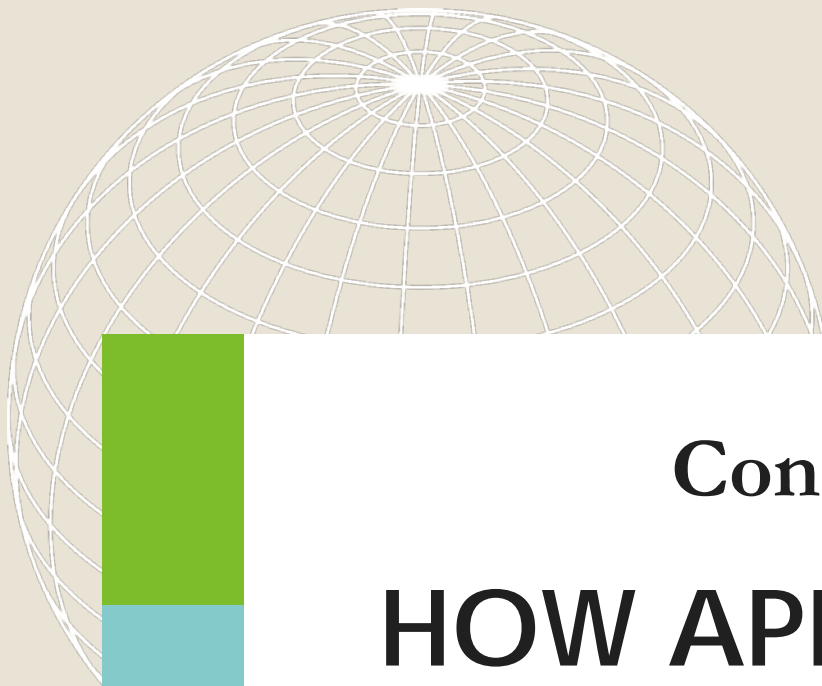
Global Online LEARNING Development –

- Time Management
- APD Model (Project Management)
- Goal Setting
- Asentiv Referrals.

Global Online LANGUAGE Development –

- TEFL for Beginners
- Business English.

The above are general programmes that can be developed as bespoke and dedicated programmes for YOU; and are delivered to suit YOU.



## Conclusion

**HOW APD BRINGS  
COACHING VALUE  
ADDED TO SMALL  
BUSINESSES**



---

# HOW WE ADD COACHING VALUE

## How our coaching helps YOU

---

As a result of the training that APD offers; your business will improve significantly.

Any area within your company where the business is affected negatively because coaching has either NOT been conducted; or conducted POORLY; can be addressed by APD and a programme developed for it.

As a result, APD is positive that the following areas will not become an issue within your business:

- Poor employee performance
- Poor employee morale
- Decrease in productivity
- Poor quality of work
- Customer complaints.

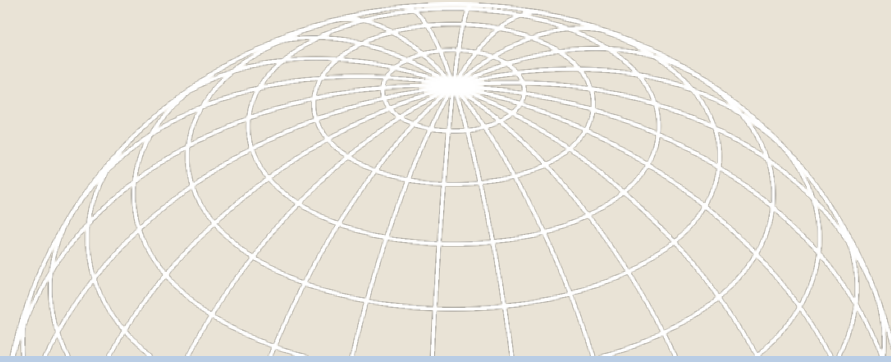
WE SINCERELY HOPE YOU ARE INTERESTED IN ENGAGING APD TO SPEAK TO YOU ABOUT ANY COACHING/TRAINING WITHIN THE BUSINESS THAT YOU FEEL REQUIRES ADDRESSING.

WE LOOK FORWARD TO HEARING FROM YOU ....

[www.apdresolutions.com](http://www.apdresolutions.com)  
[info@apdresolutions.com](mailto:info@apdresolutions.com)

07305 088429

SolutionManH on LinkedIn  
nedolutions on Instagram



## **CONTACT APD AS BELOW:**

WE LOOK FORWARD TO HEARING FROM YOU ....

[www.apdresolutions.com](http://www.apdresolutions.com)

[info@apdresolutions.com](mailto:info@apdresolutions.com)

07305 088429

SolutionManH on LinkedIn  
nedolutions on Instagram

**CONTACT FOR FREE INITIAL  
CONSULTATION**