



**Majestically
Rare**

Where only the best will do

TRAINING
BROCHURE



Introduction

Majestically Rare are pleased to introduce our **Staff Development Training** packages.

We deliver a range of highly sought after training packages and the feedback is always outstanding. Our Staff Development Training is interactive and practical; allowing participants to engage individually and in teams to gain results. Everybody is a participant. We encourage openness so that delegates leave with a rich bowl of ideas that they can use and start implementing to improve work performance. The style of training includes facilitation, team workshop, role plays and a team challenge. The delegates always appreciate the interactive style of learning.

A lot of time and effort is spent creating 1st class experiences and developing content. We go the extra mile to deliver excellence. It's not just a training day, it is day where delegates can critically think outside the box on how they can improve performance at work. Training can be offered face to face or through a virtual platform.

Delegates actually have fun while learning important business principles to improve sales and customer satisfaction. Please find below our range of courses.



Building Better Teams

Teams are an important building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organizations.

With teams at the core of corporate strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This one-day course can help you get there!

What Will Delegates Learn?

- The value of working as a team
- How to develop team norms, ground rules, and team contracts
- Their team player style and how it can be used effectively
- Ways to build team trust
- The stages of team development and how to help a team move through them
- The critical role communication skills will play in building and maintaining a team atmosphere
- Ways that team members can be involved and grow in a team setting

What Topics are Covered?

- Defining teams
- Establishing team norms
- Working as a team
- Your team player type
- Building team trust
- The stages of team development
- Communication
- Becoming a good team player
- Managing Team Conflict

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Hospitality
- Personalized certificate of completion



Business Etiquette & Social Intelligence

Whenever two people come together and their behavior affects one another, you have etiquette. Delegates will understand the importance of Business Etiquette and apply the skills effectively in their roles. Also delegates will learn that with greater social intelligence, we can focus, clarify one another's similarities and differences, and more readily discover the great value that can be found in meaningful social relationships.

What Will Delegates Learn?

- Benefits to organization and delegates
- Signs of lack of etiquette
- How to make a positive first impression
- Body language and why its more important that what you
- How to understand social intelligence in the real world and on social media

What Topics are Covered?

- Business etiquette
- Impressions
- Email etiquette
- Telephone etiquette
- Corporate grooming
- Social media etiquette
- Social intelligence

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Hospitality
- Personalized certificate of completion



Communication Skills

Communication between individuals is a two-way street, but communication between clients and its customers is a multi-lane highway. This course will introduce and reinforce the essential components of written communication that will connect you with existing and potential customers. If you are new to the communications highway, this course will provide the foundation for future development. If your company has some communications expertise, this course will help you strengthen and polish your essential components.

What Will Delegates Learn?

- Define the essential pieces of communication
- Customize these essential pieces for their company
- Identify the processes and plans needed for clear communications
- Develop, maintain, and evolve effective content for their communications

What Topics are Covered?

- Key communication components
- Your communications plan
- The five C's of a successful message
- Communication strategies
- Sharing information through media releases
- Communicating online
- Using stories to communicate
- Polishers and time savers
- Enhancing your results
- Maintaining your message in crisis

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Personalized certificate of completion
- Hospitality



Emotional Intelligence Training

Emotional Intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This one-day training will help you develop your emotional intelligence and become self-aware.

What Delegates Will Learn

Emotional Intelligence in the work place, how to handle new normal practices, different dynamics and the changing world, managing stress at work, mental wellness and changing mindset including stigmas associated with mental health in Nigeria and best practices for communication and email etiquette.

What Topics are Covered

Dealing with new normal, managing mental wellness, changing mindset, getting involved (Team work), communication & email etiquette, handling stress at work.

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Hospitality
- Personalized certificate of completion



Marketing Like A Pro

Over 80% of businesses fail due to a lack of effective marketing strategies? You need knowledge and creativity to be effective at marketing. With over 25 years' experience in marketing from the facilitator, participants will learn tried and test marketing strategies both online and offline to market like a pro.

What Will Delegates Learn?

- Know the right audience for business
- Customer profile and deep desires
- Create great headlines
- Write copy sales
- Marketing principles

What Topics are Covered?

- Marketing mindset
- Unique selling point
- Corporate branding
- Word of mouth marketing
- Low cost strategies
- Marketing sales copy

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Hospitality
- Personalized certificate of completion



Presentation Skills

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this workshop, you will master the skills that will make you a better speaker and presenter.

What Will Delegates Learn?

- Establish rapport with your audience
- Learn techniques to reduce nervousness and fear
- Understand your strengths as a presenter and how to appeal to different types of people
- Recognize how visual aids can create impact and attention
- Develop techniques to create a professional presence
- Learn some different ways to prepare and organize information
- Prepare, practice, and deliver a short presentation

What Topics are Covered?

- Communication skills
- Personality types
- Positive self-talk, rapport, and body language
- Maximizing meetings
- Managing sticky situations
- Overcoming nervousness
- The five S's
- Writing and planning a presentation
- Audience profile
- Your speaking voice
- Add punch to your presentation

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Personalized certificate of completion
- Hospitality



Report Writing

It is essential to understand how to write reports and proposals that get read. We write reports in a range of formats and a variety of purposes. Whether you need to report on a product analysis, inventory, feasibility studies, or something else, report writing is a skill you will use again and again. Having a method to prepare these documents will help you be as efficient as possible with the task. This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles.

What Will Delegates Learn?

- Prepare reports that inform, persuade, and provide information.
- Review your work so that it is clear, concise, complete, and correct.
- Apply these skills in real work applications.

What Topics are Covered?

- The stages of report writing (investigating, planning, writing, and revising)
- Using headings, charts, and graphs
- Persuasion, designing a message, and tough questions
- Giving credit

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Personalized certificate of completion
- Hospitality



Selling For Success

Successful selling requires skills and systems, yet the many sales staff focus solely on skills and neglect the systems which transfer the skills to a daily reality.

This course is for organizations who want to improve their sales performance. Participants will gain greater confidence as they eliminate fears that prevent them from selling like a pro, so that they can reach their sales targets.

What Will Delegates Learn?

- Unblock mental barriers and sell effectively
- Gain greater confidence as you eliminate fears that prevent you from selling like a pro
- Discover world class tried and tested sales techniques

What Topics are Covered?

- The selling mindset
- How to be better sales person
- How to sell in tough times
- How to overcome sales objections
- Sales strategies that boost sales

What's Included?

- Instruction by an expert facilitator
- Interactive classes
- Hospitality
- Personalized certificate of completion



About Facilitator

About Rita Okoye

RiRi Okoye is a passionate and prolific entrepreneur, international business trainer, speaker, online moderator, event planner, business coach, online course creator, blogger, and ebook author. She is the executive creator and host of Business Growth with RiRi, a radio show which takes place on Inspiration FM 92.3. Her career has spanned over 25 years. She worked for the likes of NatWest bank, Financial Times Magazines, Pride Magazine, Channel 5, and The BBC in London before relocating to Lagos in 2008. As a business trainer and coach, she delivers SME Capacity Building Training on behalf of large corporate organizations. She is also a mentor for new business owners with She Ventures FCMB, a leading banking community for women in business and Tony Elumelu Foundation.




Rita is passionate about helping companies with staff development training. She has helped thousands of individuals overcome their limiting beliefs and improve their business performance, through live events, coaching, online courses, online challenges, articles, blog posts, business support groups, speaking engagements, and collaboration events. RiRi loves to give back to her community with a strong focus on corporate social responsibility. She is the founder of Raising Confident Girls Initiative, a movement with over 27,000 online members, and a vision where every girl is confident.



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