

ISIL - Speak First Matrix

Presentation Skills	Level	Personal Impact	Level	Business Development	Level	Communication Skills	Level	Management Skills	Level	Business Effectiveness	Level	Media Skills	Level	Executive Coaching	Level
Confident Presenter*	1	Developing Personal Impact*	1	Selling over the Phone	1 or 2	Telephone Skills Excellence	1	Core Skills for Managers	2	Customer Service Excellence	1 or 2	Understanding the Media	1 or 2	Executive Coaching	2 or 3
Presenting in Meetings	1 or 2	Assertiveness Skills*	1	Consultative Selling	2 or 3	Effective Communication	1 or 2	Creating a High-Performing Team	2	Train the Trainer	1 or 2	Meeting the Media	2 or 3	<p>Is your time at a premium?</p> <p>We also offer Learning Bites in many of the topics listed here.</p> <p>Ask for more details.</p> <p>We are constantly adding new courses.</p> <p>If you don't see what you are looking for please ask.</p>	
Presenting in Teleconferences and Webinars*	1 or 2	Feel More Confident*	1	Negotiation Skills*	2 or 3	Email Skills	1 or 2	Effective Performance Reviews	2	Business Consulting Skills	2	Tough & Crisis Media Situations	3		
Powerful Presenting*	2	Raising Your Profile	1	Presenting and Winning Pitches	2 or 3	Proposal Writing	2 or 3	Interviewing Skills for Managers	2	NLP for Business	2 or 3	Media Skills Coaching	3		
		Dealing with Difficult People*	1 or 2												
Presenting with NLP	2	Body Language	1 or 2	Client Relationship Management	2 or 3	Managing Conflict	2 or 3	Facilitation Skills	2	Emotional Intelligence	2 or 3				
		Vocal Impact	1 or 2												
Presentation Coaching	2 or 3	Maximising Your Impact*	2	Support for Winning Live Pitches	3	Effective Business Writing	All	Coaching for Managers	2 or 3	Creativity and Innovation	All				
Presentation Masterclass*	3	Influencing and Persuading with Impact*	2	Networking for Success	All	Report Writing	All	Managing and Chairing Meetings	All	Time Management	All				
Avoiding Death by PowerPoint*	All	Personal Impact Coaching	2 or 3			Cultural Awareness	All	Mentoring for Success	All	Personal Effectiveness	All				
		Personal Impact and Presence for Leaders	3							Managing Stress for a Healthier Life	All				

The ISIL / Speak First Matrix allows you to easily identify a path of progression for developing your skills. If, for instance, you are new to presenting, and want to develop in this area, start with Confident Presenter. As you progress you'll want to attend Powerful Presenting. Experienced speakers may go straight to Powerful Presenting or even the Presentations Masterclass. Once you've attended one course look horizontally or diagonally across the matrix for other courses.

Level 1: Is for those people who have had no or minimal training in the subject area.
 Level 2: Is for people who have some experience or have attended a level 1 course with ISIL / Speak First Matrix or equivalent. These courses can also work well as a refresher.
 Level 3: This is our Masterclass series which is aimed at experienced people and senior management level.
 Courses marked with an * are available as public courses as well as in-company courses.