

THE COMPANY TO BE WITH!

WELCOME NOTE



Adrienne O'Hare

Firstly, I would like to take this opportunity to welcome you to our inaugural newsletter, giving you an insight into our company and developments in our industry!

Since our inception in October 2005, To Be Training & Development, through passion and dedication, has provided training and development solutions to some of Ireland's leading and best known companies. Using our winning blend of organisational diagnosis, pre-course work, progressive facilitation methods, top class facilitators and post-course follow-up sessions, we have quickly established ourselves as a leading contender in the training and development market. We are proud to include a mix of highly respected small, medium and large indigenous Irish and international organisations among our portfolio of clients. Our passion is in providing 'made to measure' solutions that get results for diverse companies across a broad range of business sectors!

Adrienne O'Hare, MD

WHO IS NEW AT TO BE?

NEW APPOINTMENTS

In line with **To Be's** goal to build a team of trustworthy, accountable and consistent, high performing professionals, we would like to welcome two recent additions to our team.

Fabia Gavin joins our expanding team of **Associates**. An accomplished professional with 20 years experience in the Financial Services and Call Centre environments, she has held key roles in Sales, Marketing, Business Development and Training and has managed key blue chip relationships for the companies she has worked for.

Fabia's key strengths are in defining & delivering business strategies in order to enhance the performance of a company through effective coaching & mentoring programmes, sales training, customer care plans and CRM strategies.

She has experience in providing specialised people management training for both new and more experienced managers. Fabia believes that you should focus on developing your staff's individual & team capabilities in order to meet business objectives and establish a confident & motivated team.

Sean Carolan joins **To Be** as Sales & Marketing Assistant. Sean's duties include managing all aspects of marketing, advertising and promotion; website content; database management; coordinating training events and locations; generating sales leads and general administrative duties.

We would like to welcome both Fabia and Sean to our team and wish them every success with **To Be Training & Development!**

TOP TIPS

Holiday season is here and many of us are rushing to complete projects & meet deadlines. We spend the time *prior* to our holiday in stressful environments and then spend our holiday worrying about the work load we face upon our return!

To enjoy a stress-free holiday, ask yourself some pertinent questions!

Get clear on what's most important!



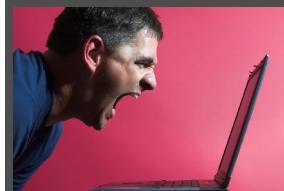
What is the critical task I have to focus on to achieve *my* goals? Each day when you look at your list of "to do's" ask yourself "Do I *have* to do this task now, can it wait?"

Remember, when you are crystal clear on what is most important, it makes it easier to say no to requests & tasks that are not priorities.

[Click here to learn how to make time work for you!](#)

Reduce stress to improve your Performance!

Ask yourself what exactly causes you to get stressed and how it impacts your performance? Can you do anything to change or influence the situation?



Remember, if you can't change the situation, simply changing how you think about the situation automatically reduce your stress.

[Click here to learn how to deal with stress & cope with overload](#)

[Click here to learn coping skills and how to keep your cool when pushed to the limit](#)

To Be Training & Development can help you and your team maximise your effectiveness via our range of tailored programmes. **Contact us** for further information or visit our [website](#) to ensure you maximise the effectiveness of your *holiday!*