

**What delegates have said about our courses:**

**Note and Minute Taking Skills**

*“Could not have been better. Made a fairly boring subject interesting and fun. A very inspiring and thought-provoking course.”*

Joe Curran, London Borough of Lewisham

**Stress Management**

*“We learned new techniques in enjoyable, well structured, down-to-earth sessions.”*

Ramila Patel, London Borough of Brent

**CV Writing & Career Development**

*“Petal is an excellent trainer. I am so proud of my CV now I am ready to go and get my dream job.”*

Mosun Ayo-Vaughan, London Borough of Lewisham

**Training the Trainer**

*“Great course, great trainer, good materials shared.”*

G. O'Donnell, Deputy Manager, LB Tower Hamlets

**Skills to Deliver: Stress Management Training**

*“This is the best training I have had in a long time. Very comfortable, relaxed atmosphere.”*

Sonia Banhan, Hackney Community Services

**Team Awayday**

*“The course facilitator was excellent and I got to know my roles and team (implement, interface) better.”*

Olayinica Erinfolami, London Borough of Lewisham

**Presentation Skills**

*“The trainer was excellent and explained the most appropriate and effective way to present your skills.”*

Helen Smith, Care Manager, LB Tower Hamlets

**Time and Career Management**

*“A very good and enlightening course that allows you to reflect on both your work and private life..”*

Tracey Morgan, LB Hammersmith & Fulham

**Shaping your Management Practice**

*“The managers who attended found the training to be excellent, both the course and the standard of your training skills. I would have no hesitation in recommending the course in the future.”*

Mark Warren, Senior Manager



**PLM Development Services Ltd** started as a Human Resource Development Consultancy, interacting and working with public sector organisations to provide learning, training and development opportunities.



Petal L. Miller

The company has expanded into a Business Development organisation that fervently believes in developing people and businesses of today for tomorrow. This is embedded in our vision which is **To ... Inform, Influence, Shape, Change.** The organisation works with and through a diversity of individuals, teams, groups and communities in all sectors.

The Consultancy's strengths lie in its ability to deliver innovative, bespoke, cost-effective services that are of the highest quality. PLMDS understands the needs and aspirations of its clients and is totally flexible in its approach. The Consultancy is renowned for its creative and incisive interventions. These include our highly rated skills development portfolio of Career and Self Management, Supervisory and People Management, Leadership Development, Stress Management, Information, Communication and Technology, Equalities and Diversity, Management Development, Customer Services, Team Building, Care Skills Development, Personal Finances, Training for Trainers, Executive Coaching and Business Support Services.

The Consultancy also provides and hosts:

- Motivational speakers
- Seminars
- Conferences
- Workshops

Programmes and courses are delivered by associates who are exceptionally skilled professionals within their respective disciplines. This capitalises on our growing expertise and provides the impetus to work with organisations to assist them in **all** aspects of their business growth and success.



**51  
WAYS  
TO GET  
AHEAD**

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## 51 Ways to Get Ahead

1. The secret of getting ahead is getting started
2. Get out of your comfort zone!
3. Be your own self promoter
4. Make a sideways move if necessary
5. Take a chance, be a risk taker!
6. Treat others as you would wish to be treated yourself (golden rule)
7. Ask people how they would like to be treated (platinum rule)
8. Education: qualifications make a difference
9. Look for opportunity in every situation
10. Don't take no for an answer – don't give up!
11. If you don't go, you won't grow!!
12. Apply what you have learnt
13. Be who you are! Why be someone else?!
14. Don't make assumptions or feed into stereotypes
15. Be willing to say 'no' – be assertive!
16. Know your remit/role/responsibilities
17. Maximise your contacts
18. Know how to enjoy yourself and have fun!
19. Record and document what you have done
20. Know when to take action
21. Think strategically rather operationally
22. Remember, it's mind over matter – if you don't mind, it doesn't matter!
23. Change your mindset and the way you think
24. Do not get bogged down with detail
25. Be innovative, proactive and dynamic
26. Operate from a higher level
27. Respond differently to situations
28. Learn from your mistakes and move on!
29. Don't be afraid to be bold
30. Use positive language to promote yourself
31. Professionally, be politically astute
32. Know how to play the game
33. Know how to look at things (effect/ impact) at macro (strategic) and micro (operational) level
34. Build a portfolio of skills and strengths
35. Know when to let go!
36. Use technology to advance yourself
37. Give some of your time sacrificially to things outside your routine
38. Think and operate outside the box
39. Formulate your own network
40. Don't procrastinate - leaving things to the last minute or putting them off. Procrastination is the greatest thief of time. It kills self-esteem and self-worth, blowing away dreams.
41. Be in a state of preparedness
42. Use your initiative
43. Make the right choices/make your choices work for you
44. Know what battles you need to fight or are worth fighting
45. Nobody can make you feel inferior, without your permission!
46. Communication starts with ME!
47. It's our reaction to life's situations which are important and not the situation itself
48. Hate something, change something
49. Focus on productivity and not activity!
50. The only step you need to be concerned with ... is the next one!
51. No matter what your past is like, your future is worth fighting for!

