

WHAT IS IMPORTANT WHEN ...?

Interviewing someone for a job

WHAT IS IMPORTANT WHEN ...?

Arranging a meeting

WHAT IS IMPORTANT WHEN ...?

Giving a presentation

WHAT IS IMPORTANT WHEN ...?

Setting up a website for your company

WHAT IS IMPORTANT WHEN ...?

Running your own business from home

WHAT IS IMPORTANT WHEN ...?

Deciding where to relocate your company

WHAT IS IMPORTANT WHEN ...?

Carrying out a staff review

WHAT IS IMPORTANT WHEN ...?

Promoting a product

WHAT IS IMPORTANT WHEN ...?

Choosing a suitable venue for a conference

WHAT IS IMPORTANT WHEN ...?

Organizing business travel

WHAT IS IMPORTANT WHEN ...?

Expanding your company

WHAT IS IMPORTANT WHEN ...?

Dealing with a complaint from a customer

Quality control: the importance to a company of monitoring its goods and services

Information management: how to ensure that information is managed effectively within a company

Financial planning: the factors involved in deciding on appropriate pricing strategies

Customer relations: the importance to a company of reliable customer opinions of products

Staff development: the importance to a company of developing effective career plans for staff

Technology: the importance to a company of regularly upgrading its technological equipment

Staff relations: the importance of a company providing a range of facilities for all staff

Recruitment: how to ensure that the advertising of job vacancies is effective

Purchasing: the importance of maintaining personal contact with potential suppliers

Customer service: the importance of providing an effective after-sales service for customers

Time management: the importance of planning work time effectively

Project development: how to ensure inter-departmental cooperation on new projects

Information management: the importance of an effective internal communication system in a company

Technology: the factors involved in assessing the cost-effectiveness of new technology

Personal skills: how to motivate employees to achieve their full potential

Project management: the importance of team work for the effective management of projects

Health and safety: how to develop a responsible attitude among staff to health and safety requirements in a company

Sales: the importance of reassuring customers about the security of Internet transactions

Business planning: the factors involved in deciding whether to relocate a retail business

Finance: the importance of the role of the external auditor in financial management

Career development: the importance of being willing to make long business trips

Corporate culture: the importance of all staff understanding the corporate culture of their company

Corporate culture: the importance to an organization of encouraging a spirit of innovation

Meetings: the factors involved in chairing meetings effectively

Training: the importance of allowing junior staff to attend trade fairs

Corporate culture: the importance of keeping all staff informed about possible developments in an organization

Recruitment: how to prepare appropriately before interviewing a selection of job applicants

Distribution: the importance of ensuring that goods reach the purchaser on time

Company structure: the benefits to an organization of employees working together in teams

I THINK THIS RAISES A SLIGHTLY DIFFERENT ISSUE	WELL, AS I MIGHT HAVE MENTIONED...
I'M AFRAID I DON'T KNOW OFF THE TOP OF MY HEAD	HMM, I WONDER WHAT OTHER PEOPLE THINK?
OK, SO I THINK YOUR MAIN QUESTION THERE IS...	ALICIA HERE MIGHT BE A BETTER PERSON TO ANSWER THAT. ALICIA?
I'M GLAD YOU ASKED ME THAT.	WHAT ARE YOUR THOUGHTS ON THE MATTER?
OK, LET'S TAKE THOSE ONE AT A TIME.	SORRY, I DON'T QUITE SEE THE CONNECTION.
I'LL FIND OUT. CAN I GET BACK TO YOU ON THAT?	AH, YES, THANK YOU FOR REMINDING ME
I THINK THERE ARE SEVERAL QUESTIONS THERE.	I'M AFRAID I'M NOT ABLE TO DISCUSS THAT, BUT...
LET ME JUST CHECK I UNDERSTAND YOUR QUESTION CORRECTLY.	I DON'T HAVE THAT INFORMATION TO HAND.

AH, PERHAPS I DIDN'T
MAKE THAT CLEAR.

TO BE QUITE HONEST WITH
YOU, I REALLY DON'T
KNOW.