



MANAGEMENT
POCKETBOOKS

Make **your** mark with

Branded Pocketbooks



A pocketbook with your name, logo and corporate colours on the cover carries a powerful message. Branded pocketbooks – and there are more than 90 titles to choose from – will:



Add impact to your training events
(impressive handouts!)



Make worthwhile staff incentives or rewards



Offer eye-catching and enduring corporate gifts

1 How much branding?

For our standard prices (see next page) you can:

- Add your name and logo to the cover – front cover or back cover, or both
- Change the colour scheme (spine, wording and black background) to match your corporate colour scheme
- Change the title and/or cover text (subject to our approval)

2 Alternatively, you can completely redesign the cover by providing us (at your cost) with finished artwork.

If your requirements fall outside of the above guidelines, please get in touch to discuss options and prices.

For prices and a full list of titles available, please read on...



**MANAGEMENT
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**TITLES
INCLUDE:**

- Absence Management
- Appraisals
- Assertiveness
- Balance Sheet
- Body Language
- Business Planning
- Career Transition
- Coaching
- Cognitive Behavioural Coaching
- Communicator's
- Competencies
- Confidence
- Creative Manager's
- C.R.M.
- Cross-cultural Business
- Customer Service
- Decision-making
- Delegation
- Developing People
- Discipline & Grievance
- Emotional Intelligence
- Energy & Well-being
- Facilitator's
- Feedback
- Handling Complaints
- Handling Resistance
- Icebreakers
- Impact & Presence
- Improving Efficiency
- Improving Profitability
- Induction
- Influencing
- Interviewer's
- I.T. Trainer's
- Key Account Manager's
- Leadership
- Learner's
- Learning Needs Analysis
- Management Models
- Manager's
- Managing Assessment Centres
- Managing Budgets
- Managing Cashflow
- Managing Change
- Managing Customer Service
- Managing Difficult Participants
- Managing Recruitment
- Managing Upwards
- Managing Your Appraisal
- Marketing
- Mediation
- Meetings
- Memory
- Mentoring
- Motivation
- Negotiator's
- Networking
- NLP
- Nurturing Innovation
- Openers & Closers
- People Manager's
- Performance Management
- Personal Success
- Positive Mental Attitude
- Presentations
- Problem Behaviour
- Project Management
- Psychometric Testing
- Resolving Conflict
- Sales Excellence
- Self-managed Development
- Starting In Management
- Storytelling
- Strategy
- Stress
- Succeeding at Interviews
- Sustainability
- Tackling Difficult Conversations
- Talent Management
- Teambuilding Activities
- Teamworking
- Telephone Skills
- Thinker's
- Time Management
- Trainer's
- Training Evaluation
- Transfer of Learning
- Transformative Change
- Virtual Teams
- Vocal Skills
- Working Relationships
- Workplace Politics
- Writing Skills

Printing and print quantities

By printing our books digitally we can supply relatively small quantities of books at realistic prices. However, you should be aware that digital printing, though good, does not quite match the extremely high standards of offset litho printing, the method we adopt for our non-branded pocketbooks.

For guidance, we have shown here a range of prices, from 50 up to 1000 copies. However, if you would like to order a quantity not illustrated, or wish to discuss litho printing, then please get in touch.

Timing

Once we receive your order and instructions, we will make the cover alterations and send to you by email a PDF proof. When you have checked and approved this, we can then go to print. From your approval of the proof, you can expect delivery of the books 3 – 4 weeks later. A faster turn-round may be possible, subject to agreement.

How much will it cost?

| <i>Quantity to be printed (per individual pocketbook)</i> | <i>Total cost of order (£s)</i> | <i>Cost per book (£s)</i> |
|---|-------------------------------------|-------------------------------|
| 50 | 900.00 | 18.00 |
| 100 | 1295.00 | 12.95 |
| 200 | 2200.00 | 11.00 |
| 300 | 3000.00 | 10.00 |
| 400 | 3600.00 | 9.00 |
| 500 | 4000.00 | 8.00 |
| 600 | 4500.00 | 7.50 |
| 1000 | 6500.00 | 6.50 |

Prices include cover amendments from your text and logo supplied. If after seeing a proof you then revise your original design brief, we reserve the right to charge for the additional time incurred in making such revisions.

As indicated, the above prices are per individual pocketbook title. If you order two or more different titles and we print these together, a small discount will apply (prices on application).

Delivery to one UK address is included within the price. Deliveries outside the UK are subject to an additional charge. VAT is not chargeable.