



# POSTGRADUATE BULLETIN

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*"Success requires first expending 10 units of effort to produce one unit of results. Your momentum, if maintained, will then produce 10 units of results with each unit of effort!"*



*'The Flying Scotsman at full steam'*

## ENCOURAGING WORDS FROM SWEDEN!

*"Go for it! I would encourage anyone who hasn't started, to sign up for a course today. Since I finished school it has kept my thinking and my brain alert. It's not only good to continue learning but also to master a subject which I would never have done without postgraduate studies. It's inspiring to remember those words: 'Just take up one subject and become an authority on it. Nobody is asking you to do more than one thing.' I did a law course which was harder than anticipated and was therefore a great challenge. But the sheer satisfaction of completing and achieving the qualification was a fantastic reward! I would say to any doubters: **Have a GO!**"*

## EASILY DISTRACTED?

Successful students insist on no interruptions during the time slots allocated specifically to their studies. It has been proved time and time again that sporadic studying between other activities does not work. Study periods must be during dedicated and uninterrupted time.

Now for a word of warning. One of the biggest modern-day distractions is the smartphone. **DO NOT LET YOUR SMARTPHONE INTERRUPT YOUR STUDY PERIODS.** A high incidence of smartphone owners instinctively reach for their phone every time a message arrives, whatever else is going on. Try putting your smartphone down and purposefully walking away from it. You may have to start with 30 minutes and then make it longer. Do not allow the smartphone to become your master and you the servant. You are too important to slip into that hole!

## CONFIDENTIALITY

We all need reminding from time to time to respect the rules of confidentiality. Information about other students' courses, studies, progress, exams and exam results is confidential to those students unless they have given permission for information to be passed on. It might be thought that "it doesn't matter" or "they won't mind", but that is not necessarily so. To divulge information without the person's consent can lead to loss of confidence in one another and to relationship breakdowns which are difficult to repair.

## BENEFITS OF ISMM

Listen to this:-

*"I have so far done only one of the levels of the Sales and Marketing Course, but what I have learnt is already proving very useful not only in sales and marketing itself (which is a part of my job) but also in everyday business tasks. During a recent successful appointment with Tesco I was able to put to good use what I had just learnt about listening skills, answering intelligently and mirroring the client. I would therefore like to encourage anyone who is thinking about a Sales and Marketing Course to take it up without any hesitation. Everybody needs to do something (and everybody can do something!), and the Course will give you valuable skills that are sure to produce results."*

## WHY I CHOSE EAGLE FOR MY AAT COURSE

A student whose AAT qualification is now complete, having successfully passed Levels 2, 3 and 4, was asked why she chose the distance learning college Eagle Education & Training to support her postgraduate studies. Her immediate reply was that Eagle offered affordable packages and responded quickly and credibly to enquiries. She found that Levels 2 and 3 topics provided learning and skills which were beneficial to most business areas and much needed for a successful career. For Level 4, Eagle gave sound advice on the best route to take in the light of her career prospects and business involvement. This provided confidence which, along with Eagle's respect and understanding of individual needs, developed the persistence needed to complete the course and achieve a lifelong value.

*"I will always recommend Eagle, based not on theory, but on my own personal experience!"*

## ANOTHER SATISFIED AAT STUDENT

*"I am finding the AAT Course extremely useful and am also finding work much more interesting as I've taken over the role of external bookkeeper. My studies really help when dealing with real life situations, and I am often finding that what I learn one day I can actually put into practice the very next day, which is rewarding and very satisfying."*

## WORKING IN A CUSTOMER SERVICE ROLE?

*Take your skills to the next level by enrolling on the Level 3 Certificate in Principles of Customer Service course.*

Excellent customer service is critical to the on-going success of any company and it is vital for all staff to have an excellent understanding of the principles of customer service.

**COURSE COST - £449.00**

For more information and an enrolment form, email: [derek.hall@ubteam.com](mailto:derek.hall@ubteam.com)