



**Chapter 3 – Making Decisions**

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**Chapter 4 - Making Mistakes**

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**Chapter 5 – Getting Tired and Stressed**

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**Chapter 6 – Learning and Developing**

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**Chapter 7 – Working With Others**

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**Chapter 8 – Communicating With Others**

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**Additional Notes**

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This document forms part of my materials developed for HELM  
See [www.clairenewton.co.za/helm.html](http://www.clairenewton.co.za/helm.html) to download a copy.

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