

The Venue



The majority of our offsite training courses are now run at the Create Centre*, a converted tobacco warehouse set in the heart of Bristol's historic docklands.

The Create Centre is two minutes drive from the City Centre or, alternatively, a fifteen minute walk along the waterfront.

It offers comfortable surroundings and full disabled access. It also has in-house catering facilities and a lounge area - an excellent venue for a memorable course!



* Alternative Bristol-based venues are also available - call for details.

Further Details



If you would like to discuss your specific requirements, or book a place please contact us on...

0117 902 2845
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Total Training Solutions SW Ltd
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Smeaton Road
Bristol BS1 6XN

Total Training Solutions South West Ltd



**Offsite
Training
in
Bristol**

Introduction

Total training Solutions has been trading since 1994 and has successfully trained some of the best known and largest companies in the UK.

“Any successful business will agree with the old adage of ‘people being their most important asset’. In response to this philosophy we have developed a programme of training aimed at helping you make a greater impact at work.



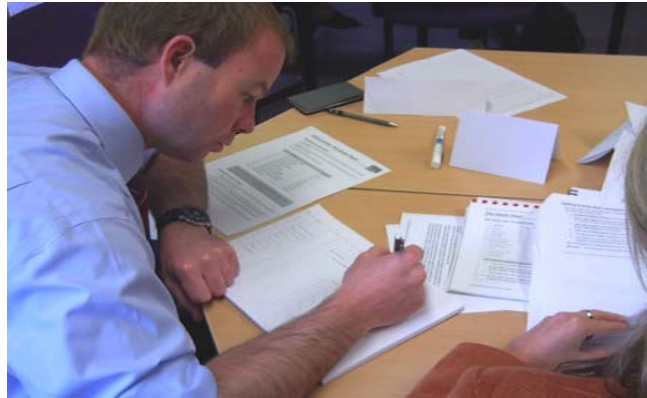
However, just because it is ‘work training’ it doesn’t have to take place at work! It is often much more productive to get away for the day. More and more businesses are now taking advantage of the enhanced creativity and capacity to learn, that different surroundings can often inspire.

So why not book a training ‘Away Day’ and let us deliver the usual top-quality course, at one of our selected Bristol venues?

John Bainbridge, Director,
Total Training Solutions SW Ltd



The Courses



Professional Development Series

- Assertiveness
- Bullying and Harassment
- Creativity in the Workplace
- Introduction to Management
- Mentoring
- Problem Solving
- Team Building (for wimps!)
- Time Management
- Train the Trainer

Management Skills Series

- Absence Management
- Leadership and Motivation
- Managing Change
- Performance Appraisal
- Project Management (Level 1)
- Project Management (Level 2)
- Staff Development
- Strategic Thinking
- Managing Stress

Business Communication Series

- Effective Communication in Business
- Effective Reading
- Effective Writing
- Higher Reading Skills and Research
- Meetings
- Persuasive Presentations
- Report Writing

Retail and Customer Service

- Managing Stock
- Increasing Business on the Telephone

Microsoft Office Series

Microsoft Access, Excel, FrontPage, Outlook, PowerPoint, Project, Publisher, Word & Visio (we also train in Photoshop, and StarOffice)



What's Included?

Our prices* include refreshments, lunch, a comprehensive course guide and telephone support after the course.

*Please see our website for the latest prices.