

## The Venue

All our London based courses are held at **15 Soho Square, London, W1D 3HL.**

This superb five-story period property is currently the headquarters of the Builders Merchants Federation and boasts modern purpose-built training and conference facilities.



Soho Square is right in the middle of London's West End and is two minutes walk from Tottenham Court Road tube station.

Not only is this venue easy to get to but it also offers an excellent level of accommodation and can cater for groups of up to 24 people.



## Further Details



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

**0117 902 2845**  
**[solutions@ttsweb.co.uk](mailto:solutions@ttsweb.co.uk)**



Total Training Solutions SW Ltd  
Create Centre  
Smeaton Road  
Bristol BS1 6XN

## Total Training Solutions South West Ltd



**Offsite  
Training  
in  
Central London**

# Introduction

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

Although based in Bristol, Total Training Solutions has successfully run high-quality courses throughout England, and is now proud to offer a venue in Central London!



The range of courses we have on offer has been selected to appeal to businesses who need to see results from their training - fast!

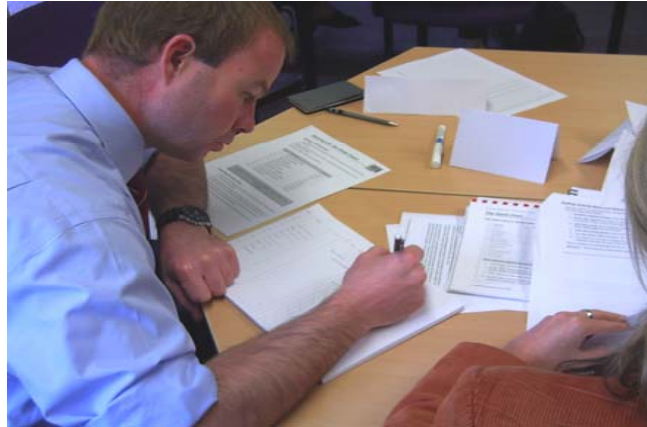
However, just because it is 'work training' it doesn't have to take place at work! It is often much more productive to get away for the day. More and more businesses are now taking advantage of the enhanced creativity and capacity to learn, that different surroundings can often inspire.

So why not book a training 'Away Day' and let us deliver the usual top quality courses in London?

**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**

## Microsoft Office Series

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

## Retail and Customer Service

**Managing Stock**  
**Increasing Business on the Telephone**

## 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**



## 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.