



Your Needs:

“This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you.”

Accelerated Learning:

“We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions.”

What You Get:

“As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards).”

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Bite Sized Training

(from ½ day*)

“If only there existed a short, flexible and focused training programme that precisely met our needs...” Well look no further!

Benefits of attending this programme...

The all-new ‘Bite Sized Training’ programme comprises 10 short modules that will help you with the smooth running of your business.

Each ‘bite’ covers a core set of practical skills that are relevant to all supervisors and managers and which will help you do your job better.

***NB:** this programme can be run over any duration from ½ day to 5 days, depending on which Modules are chosen (please see the standard list below).

Who is it for?

Those who aspire to be supervisors and managers, those who are new to the role or those who wish to refresh their existing skills.

Available Modules**

Recruitment – how to attract and then hire the best person for the job.

Performance Appraisal – how to ensure your staff are performing at their best, for both you and the business.

Building a Team – how to unleash the power of collaborative teamwork.

Personal Organisation – how to get more done with less effort.

Email Communication – how to raise your profile using business email and avoid the ‘fallout’ from ill-advised communications!

Customer Care – how to ensure your customers keep coming back to you.

Running Meetings – how to make the most of precious meeting time so that information is dispersed, decisions are made and action is taken.

Effective Marketing – how to ensure you are selling the right products to the right people in the most advantageous quantities.

Strategic Thinking – how to look ahead, foresee opportunities and make the most of them – now!

Implementing Change – how to grow the business by turning new ideas into reality with minimal effort.



****NB:** alternative Modules to those listed above can be run, depending on demand. Please contact us if you have a specific need.