



www.ttsweb.co.uk
Established 1994

Training Course Brochure



Training



Support



Consultancy

“Traditional values; modern thinking.”

For the employer...

One of the major challenges organisations face today is finding talented people. People who will fit in with your ethos and produce results. But where do you find such people?

You could recruit externally of course, but this is time-consuming, costly and potentially risky. Why not look internally instead and develop the talent you already have?

Our courses aim to help you do exactly that!



How will you benefit?

Each of our courses is designed to meet a specific business need. Attendees will be exposed to a range of contemporary business issues and ideas, under the guidance of an experienced trainer. They will also consider their own situation and ways in which they can develop their skills further.



The Effective Manager

Here you will find a range of courses aimed specifically at increasing personal effectiveness. Although billed as management training our courses are applicable to *all* levels. So, if you have to manage a whole business, a busy team or just yourself you will find something here for you.

Absence Management

Conflict Management

Dealing with Bullying and Harassment

Interview Skills

Introduction to Management

Introduction to Supervision

Managing Change

Managing Performance

Managing Stock

Managing Stress

Performance Appraisal

Project Management

Recruiting and Selecting Fairly

The Effective Manager

Time Management

Bespoke training

We recognise that no two needs are ever exactly the same so we always offer bespoke training.

So, if our standard courses don't quite match what you want that's not a problem.

We can mix subjects from different courses or adjust the duration to suit you. Just let us know what you need and we will do the rest.



The Effective Communicator

Being able to communicate in business is key to success. Indeed, without effective communication skills any organisation would soon collapse.

Our courses recognise this fact and emphasise the need to consider one's own approach and how it can be improved through practice.



Assertiveness
Copywriting
Customer Care
Effective Communication
Effective Meetings
Effective Minute Taking
Effective Presentations
Effective Reading

Effective Selling
Effective Writing for Business
Email Etiquette
Facebook for Business
Influencing and Persuading Skills
Introduction to Marketing
Proofreading and Editorial Skills
Report Writing
Train the Trainer



“I think this has been one of the most useful seminars I have ever been on, I have taken loads away from it and within a week have already started managing my time much better.”

Time Management on behalf of Bristol City Council.

What will you get?

You will receive a personal consultation from us and a bespoke course designed to meet your specific needs.

Attendees will receive a full set of reference notes and ongoing support.

In other words, a total training solution!



The Effective Leader



The role of the leader is critical to the success of any organisation. Without good leadership a business is like a ship without a captain.

Our courses emphasise the key roles that leaders play in an organisation and focus on the essential skills needed to lead more effectively.

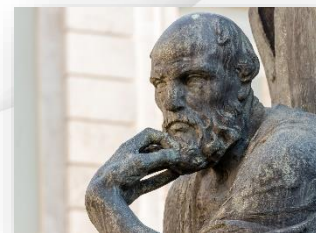
Leadership and Motivation
Chairing Meetings
Mentoring

Problem Solving
Strategic Thinking
Team Management

Accelerated Learning

Our courses always have a serious message but we believe the greatest potential for learning and development takes place when training is relaxed and enjoyable.

To this end we run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions.



Why choose us?

- ✓ We aim get to the heart of the problem and then design a training solution that fixes that problem.
- ✓ We take great care to listen to the needs of the learners and adapt what we do to suit them.
- ✓ We believe change after the course is important so encourage all delegates to create a personal Action Plan.
- ✓ We build quality into everything we do.
- ✓ We go the extra mile at no extra cost.



IT Skills



The use of IT has transformed the way we work but has also brought problems of its own.

Modern software has numerous powerful features that often go unused simply because people don't know they exist.

Our range of customisable course aim to address this problem and show how to get the most out of today's software tools.

Adobe Illustrator
Adobe InDesign
Adobe Photoshop

Data Analysis and Reporting with Excel
Microsoft Access / Excel / Outlook / PowerPoint / Project
Microsoft VBA for Access and Excel
Microsoft Visio and Word



"We thought the training was excellent.

The shortcuts you went through have already made a difference to some of the work we do and we aim to roll it out when we re-do some of our templates and other documents."

MS-Office Training for HDP Chartered Surveyors in Bristol.

Where do we train?

Although based in the South West we are able to train across the UK.

We can train onsite or offsite, depending on your preference.

Travel costs and overnight accommodation may apply so please contact us if you need a quote.



Business Development Workshops



Training is an effective way to develop staff but what if you want to develop a large section of your business or even the *whole* business itself?

What would really help is unbiased support and training. Again, this is where we can assist.

Our Business Development Workshops are designed to get to the core of the problem, to formulate a plan of action and to gain commitment from all staff. A win-win outcome!

Typical areas for development include...

Customer Care
Performance Management
Dignity at Work

More Effective Meetings
Mentoring and Coaching
Lines of Communication
Business Improvement

How do I find out more?

Investment in training can be a big decision so we are available to advise and assist.

If you have any questions please contact one of our staff on 0117 9022 845 or email us at solutions@ttsweb.co.uk

Details of all our courses may be found at – <https://www.ttsweb.co.uk/training-courses/>

Our latest prices may be found at - <https://www.ttsweb.co.uk/training-costs/>