



www.ttsweb.co.uk
0117 9022 845

Online Learning Bites



Flexible



Focused



Friendly

“Learn valuable skills at a time and pace to suit you.”

What are Bites?



- Bites are *short* packages of online learning.
- Each Bite take about 20 minutes to complete.
- Each Bite covers an *essential* business skill.
- Bites can be covered in *any* combination and in *any* order.



What's the Benefit?



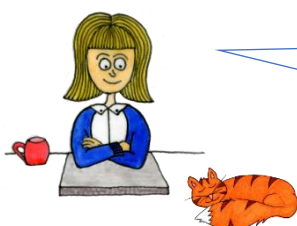
- Learn when it suits you.
- Learn at your own pace.
- Learn only those skills you need.
- Bites adopt a narrative approach that places the learning 'in context'.



How does it work?



- Bites are grouped into families.
- Each family covers a key area of work.
- You can sign-up for any combination of families.
- Quizzes can be used to test understanding.
- Downloadable resources are also available to support the learning.



Turn over to see the Families of Bites.



The 'People' family

- Teams
- Conflict
- Leading
- Managing Change
- Target Setting
- Motivating
- Delegating
- Training
- Coaching
- Mentoring



The 'Communication' family

- Speaking
- Listening
- Writing
- Presenting
- Meetings
- Emails
- Telephone calls
- Marketing
- Lines of Communication
- The Communication Cycle

The 'Operations' family

- Time Management Basics
- Time Management Advanced
- Customer Care
- Quality Control
- Microsoft Excel
- Negotiations
- Setting Expectations
- Stock (3 Bites)*
- Finance (2 Bites)*



*Some subjects require two (or more) Bites to cover adequately.





The 'Projects' family

- Project Definition
- Project Documentation
- Gantt Charts
- Issues & Exceptions
- Budgeting
- Milestones
- Tracking and Reporting
- Project Closure

The 'HR' family

- Recruiting
- Interviewing
- Inducting
- Appraising
- Disciplinaries
- Drink & Drugs in the Workplace
- The Equalities Act 2010
- Health and Safety Awareness
- Managing Stress
- Mental Health Awareness



Custom Families?

- If you don't see what you need here then let us know.
- We are experienced at designing bespoke solutions.
- Just give us a call for a no-obligation discussion of your needs.

How do I find out more?



We offer flexible pricing and the option to design bespoke materials that are specific to you.

If you would like to know more, please contact TTS by phone on [0117 9022 845](tel:01179022845) or by email at solutions@ttsweb.co.uk