

Bespoke Training

We have not issued a schedule for the summer period although bespoke and one-to-one training is available. Please contact us with your requirements.

Training Courses available as bespoke / on demand - please ask for a quote

Recruitment & Human Resources

Disciplinary and Grievance Procedures
Effective Development Reviews
Essentials of Employment Law
How to Attract, Select & Retain the Best Staff

Personal Development

Creative Problem Solving
Developing Self Esteem and Assertiveness
Improve your Confidence
Motivating Yourself and Others
Persuading and Influencing People
Professional Presentations
Stress Management
Time Management
Train the Trainer

Management & Development

Building a Winning Team
Change Management
Effective Delegation
Handling Conflict
Introduction to Coaching
Project Management

Compliance

Accident Investigation and Reporting
Foundation in Food Hygiene
Foundation in Health & Safety
First Aid
HACCP Awareness Training
IOSH Working Safely 2 Days
Manual Handling Techniques
Noise Assessments
PUWER
Risk Assessment
Safety Management in Business
Working Safely at Heights

Finance and Planning

Creating & Updating a Business Plan
Finance for the Non Financial Manager
Successful Budgeting
Writing Winning Bids & Tenders
Introduction to Sage Accounts
Using Excel for Budgeting
Using Excel for Costings
Using Excel for Financial Control
Sage Payroll

Sales & Marketing

Creating Newsletters
Essential Sales Skills
Essential Telephone Skills
Essentials of Customer Service
How to Make More Sales
Make Your Mailshots Work Harder
Using Microsoft Word for Mailshots
Making Bigger Sales to Bigger Customers
Marketing Demystified
Finding Out What Customers Want
Telephone Techniques to Increase Sales

IT Courses

Microsoft Access - Level 1
Microsoft Access - Level 2
Microsoft Access - Level 3
Microsoft Excel - Level 1
Microsoft Excel - Level 2
Microsoft Excel - Level 3
Microsoft Word - Level 1
Microsoft Word - Level 2
Microsoft Word - Level 3
Microsoft PowerPoint
Introduction to Computers
Introduction to Internet & Email
Microsoft Outlook

Ask us about learndirect Business

eCourses – computer based training