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<b>Programme Outline:</b>	<b>BESPOKE/TAILORED TRAINING</b>
<b>Programme Reference:</b>	<b>VARIOUS</b>
<b>Duration:</b>	Bespoke to suit needs of organisation from half to full day or more.
<b>Date/Time:</b>	Dates to suit you
<b>Venue:</b>	On your premises or at an external venue
<b>Overview:</b>	<p>Academy of Learning Ltd. has a wide range of topics available to suit your needs.</p> <p>All of our programme outlines can be chosen 'off the peg' or adapted to provide a bespoke programme of learning for your individual needs.</p> <p>For a sample outline please select your chosen topic/s and request contact us for more details.</p>
<b>Outline programmes:</b>	<p>Breaking down communication barriers</p> <p>Don't be the weakest link!</p> <p>Understand what you want &amp; how to get it</p> <p>Effective time management</p> <p>Delighting your customer</p> <p>Dealing with workplace stress</p> <p>Presentation skills</p> <p>Effective writing &amp; report writing</p> <p>Equal opportunities</p> <p>Leadership and teams</p> <p>Developing yourself and the managers in your business</p> <p>Motivation</p> <p>Performance management</p> <p>Training the trainer</p> <p>Effective delegation</p> <p>Create effective working relationships</p> <p>Cont.d./.....</p>



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 If you would like this information in another format please let us know your requirements.

YOUR LEARNING, OUR PASSION

	<p>Business counselling          Training and development          Developing managers          Managing part-time and mature staff          Respond to poor performance in your team          Effective appraisal          Developing teams          Interpersonal skills          Personal effectiveness          Contributing to training          Assertiveness          Planning your career          Managing professional &amp; personal commitments          Supervisory management skills          Bullying &amp; harassment          Counselling skills          Understand the role finance plays – here come the numbers          Finance for non-financial managers          Project management          Using project management results to get results – make it happen          Business planning          Carry out quality audits          Manage Information for change          Planning and organising work          Support the efficient use of resources          Succession planning          Winning ways to sell – presenting your business to customers and clients          Marketing for managers          Making a sales presentation          Marketing methods          Customer Service - intermediate          Negotiation skills          A client is for life – get them and keep them          Face to face communications – got the message          Communication styles          Manage your communication</p>
<p><b>Training and Assessment Approach:</b></p>	<p>Interactive training to suit the needs of the attendees          Attendance and participation can be added to CPD record          Academy of Learning Ltd. Certificate of Participation for all attendees</p>
<p><b>Price:</b></p>	<p>Bespoke price to each individual customer. Please contact us for further information.</p>
	<p>Update: 20/09/10</p>