

training to achieve™

Helping others to learn and achieve since 1990



Brown Bag Lunch Courses

An alternative approach to full day workshops

now on offer from Training To Achieve (UK) Ltd – visit us at www.t2achieve.com

To assist our clients during challenging times Training To Achieve are running 'brown bag lunch' courses. For busy managers and professionals who currently can only devote a couple of hours to meet development needs and for clients who need to make their training budget go that little bit further, this is an ideal solution.

Using our 20 years of experience and expertise, we have developed unique, intensive sessions, and run these over a lunch break. Most clients choose a two hour session and provide the venue. We provide the lunch! If any of the following development areas would benefit your organisation, please contact us to discuss in more detail. If you have a bespoke need, we will be happy to devise a solution, at no extra cost. Have a look at the next page and let us know what might help you.

***“A fantastic
opportunity for up to
12 delegates at only
£450 + VAT”***

***“Our best selling
training product so far
in 2010!”***

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A Selection of Our Brown Bag Lunch Courses

Recruitment and Selection Interviewing – an overview of key areas

Recruitment and Selection Interviewing – two hours of key skills

Recruitment and Selection Interviewing – a closer look at the legal aspects

Recruitment and Selection Interviewing – how to devise an effective person specification

Recruitment and Selection Interviewing – how to shortlist effectively and fairly

Let's talk Performance Management – 3 key tools to help maximise performance and development

Giving and Receiving feedback – not as simple as it looks

Adult learning styles and methods – discovering your style and how this can help you

Coaching and Mentoring – a taster session

Presentation Skills – classic mistakes to avoid and key skills to maximise your impact

Written Business Communication – Letters, Emails and Reports that get the results you want

Communications that work – take a communications health check

Time Management – make the most of this unique resource

Book now! Call us on 0845 165 6269 or email enquiries@trainingtoachieveuk.com



Follow Alison (AlisonMJenkins) on.....



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