

What training courses do you offer?

Written by Mark Campbell

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We can offer as broad or as specific a course as you like in the fields of management/supervisory development and in a wide range of personal communication skills. One-to-one training is also becoming more popular and we welcome half-day events on this basis.

The depth of content depends on how much skill-building your delegates require, how many days they can spare away from their job, and your available budget.

Our advice is that it is counter-productive to put too many people on a workshop where practical skill-building is involved. There simply won't be enough time for them to practise their skills and gain the necessary feedback.

Another key factor is the number of delegates attending. For a Presentation Skills event, for example, we advise a 2-day workshop for between 6-8 delegates, as the key to presenting is to practise the skills being learnt.

For Business Writing Skills, it depends on the depth of coverage you require. A single day can make a difference to the quality of emails. However, to improve more complex reports, covering issues of planning, structure, layout, tone and style, ideally requires 2 days.

For Performance Management/Appraisal training or a Selection & Recruitment Interviewing event, we can take groups of up to 9, with practice taking place in groups of 3.

For Dynamic Reading Skills a one-day programme makes a huge difference to people's reading speeds and levels of comprehension.

We generally find that clients prefer courses over 1-2 days rather than on a modular basis (one day at a time) but our constant aim is to be flexible and meet your needs. Just

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email Mark at: mark@temple-millar.co.uk or call us on 01865 300754 to discuss what you are looking for and we will be pleased to help.