

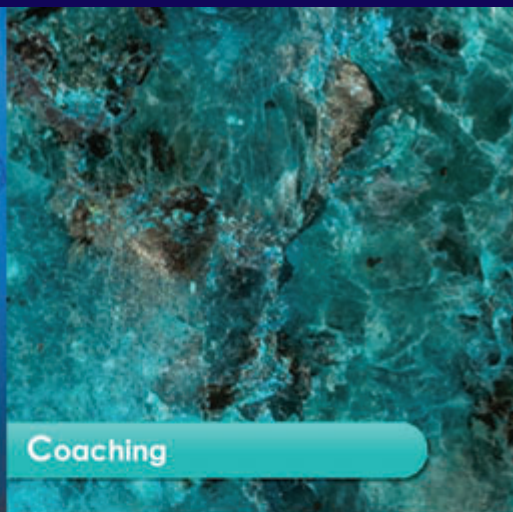
Skills Booster Training Brochure



Leadership Development



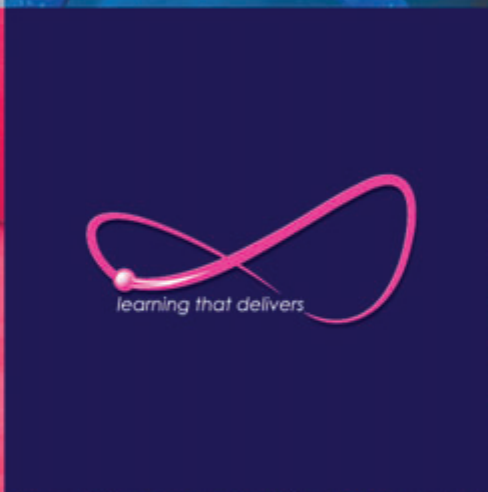
Management Development



Coaching



Personal Effectiveness



Sales Training



Customer Service Training



Learning Technologies



Training for Trainers

Skills Booster Training



DO YOU:

- Need staff training without the usual down-time and productivity loss?
- Have difficulty finding time for professional development?
- Want cost-effective and high quality training without the usual disruption?

If yes, then skills booster training workshops could be for you!

What are Skills Booster Training Workshops?

- 90 minute workshops delivered at your premises
- Fast-paced, interactive and fun – run by experienced facilitators and coaches
- Range of personal effectiveness and management skills workshops

Topics include, how to:

- Plan and prioritise
- Communicate effectively
- Influence effectively
- Manage stress
- Handle conflict
- Work well in a team
- Motivate people
- Give effective feedback
- Delegate effectively
- Interview effectively
- Set goals and development plans
- Manage your boss
- Present with impact
- Sell effectively
- Develop personal confidence

- Build customer relationships
- Cope and deal with change
- Manage performance
- Manage time effectively
- Improve personal brand
- Improve leadership style
- Managing performance
- Manage meetings effectively
- Conduct an effective one to one review
- To be more creative

and many more ..

What are the Benefits

- Minimal workplace disruption
- Less impact on billable hours and schedules
- Flexible delivery times and less staff down-time
- Cost effective, as little as £25 per person
- Run at your premises so no venue costs
- Improved memory retention and recall
- Accelerated learning techniques puts learning into practice minutes later
- No information overload
- Accommodates the different learning styles

To Find Out More:



Telephone: +44 (0)1684 299220



Email: info@linac.co.uk



Skills Booster Training

Who are Skills Booster Training Workshops for?

- People who just don't have the time
- Managers whose teams are locked into busy schedules
- People who are actually very busy and would appreciate and prefer short intensive workshops
- People who just don't have time to travel to a training venue
- Managers who might be managing people for the first time
- For people seeking a quick skills refresher

The range of topics available covers a variety of personal and management skills, all of which will be of immediate and lasting benefit. Anyone and everyone will benefit from their skills booster, whether as an introduction or a refresher.

What to do if you want some Skills Booster Workshops?

It's quick and easy ...

- Pick up the phone or email us
- Tell us the topic areas that interest you
- Discuss your needs with us in more detail
- Decide which workshops
- Schedule the workshops –
 - Weekly or fortnightly,
 - First thing / last thing / lunchtime
 - It's really up to you
- Sign up the participants
- Sort the venue

And away we go ...

Frequently Asked Questions

Must it be the same people at all the workshops?

No you can choose who needs to attend which workshop. As long as there are no more than 12 people per workshop.

What if an employee does not show up to the workshop?

The workshop will still go ahead. It is advisable to operate a stand-by list if running more than a few workshops. Given the cost effectiveness of a skills booster session a no show is not the end of the world.

What's the best frequency for workshop delivery?

The recommended frequency is weekly or fortnightly. This helps to keep the momentum going and keep a sense of purpose. Of course at the end of the day it's your choice.

Is it best to schedule the workshops at the same time?

Yes. This helps to keep it simple for all parties. Everyone will then get to know the schedule and when delivery occurs. Dates are scheduled upfront at the time of booking.

What do participants take away with them?

Apart from the energy and determination to do something different they may get a Mind Map, some handouts, further reading lists – it depends on the workshop.

How much? ... From as little as £25 per head!

Easy to book, one number to call for a wide range of topics

 learning that delivers

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Get in touch with  Linac

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