

# NEW! Training Guides

**Complete training guides and support materials - each one contained on a CD**

Designed and produced by Wise Training & Development Limited these guides bring together skills, knowledge and experience gained over 20 years of Managing, training and coaching.

## **Who are the guides for?**

Anyone who wants to develop their own and others' skills – whether you are experienced or a complete novice!

Each guide includes everything you need to prepare and run inspiring training sessions. The standard length is approximately 120 minutes which can be split into sections or extended with additional exercises or your own examples and case studies.

## **Contents of each CD**

- *Introduction video*
- *Preparing & running training guidelines*
- *PowerPoint slide presentation*
- *Detailed trainer guide*
- *Support materials and handouts*
- *Reminder poster*
- *Attendance certificate template*
- *E-mail invitation sample*
- *Pre-course questionnaire*
- *Feedback form*
- *Relevant additional exercises*



**This can be yours to run again and again within your organisation making it timeless and cost effective!**

E-mail us: [wisewords@wise-training.co.uk](mailto:wisewords@wise-training.co.uk)

# Training Guide Titles

## Available now!

- ❖ Excellent customer service
- ❖ Coaching skills



## Coming soon:

- ❖ Motivating staff through performance reviews
- ❖ Presentation Skills
- ❖ Meeting Skills
- ❖ Interviewing Skills
- ❖ Managing conflict in the workplace
- ❖ Organising your time and workload
- ❖ Marketing your business
- ❖ Basic project management
- ❖ Effective team working
- ❖ Designing your own training events
- ❖ Coping with change and managing stress
- ❖ Negotiating and Influencing skills
- ❖ Creativity in the workplace
- ❖ Effective business communication
- ❖ Problem solving and decision making
- ❖ Managing for the first time

## Basic Package

1 x Topic CD plus 3 months email support £799 + VAT

## Coaching Package

1 x Topic CD plus 3 months email support + 2 hours 1-2-1 personal coaching £999 + VAT (excludes travel)

## Certification Package

1x Topic CD plus 6 months email support + a half day training session for 1-6 people + Certification £1499 + VAT (excludes travel)

Develop and Inspire Your People!

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[www.wise-training.co.uk](http://www.wise-training.co.uk)