



Workshops

Contents:	Page:
1. Introduction	3
2. Workshops	4
3. Training Needs Analysis	5
5. Coaching	6
6. Contact Us	7

# Introduction

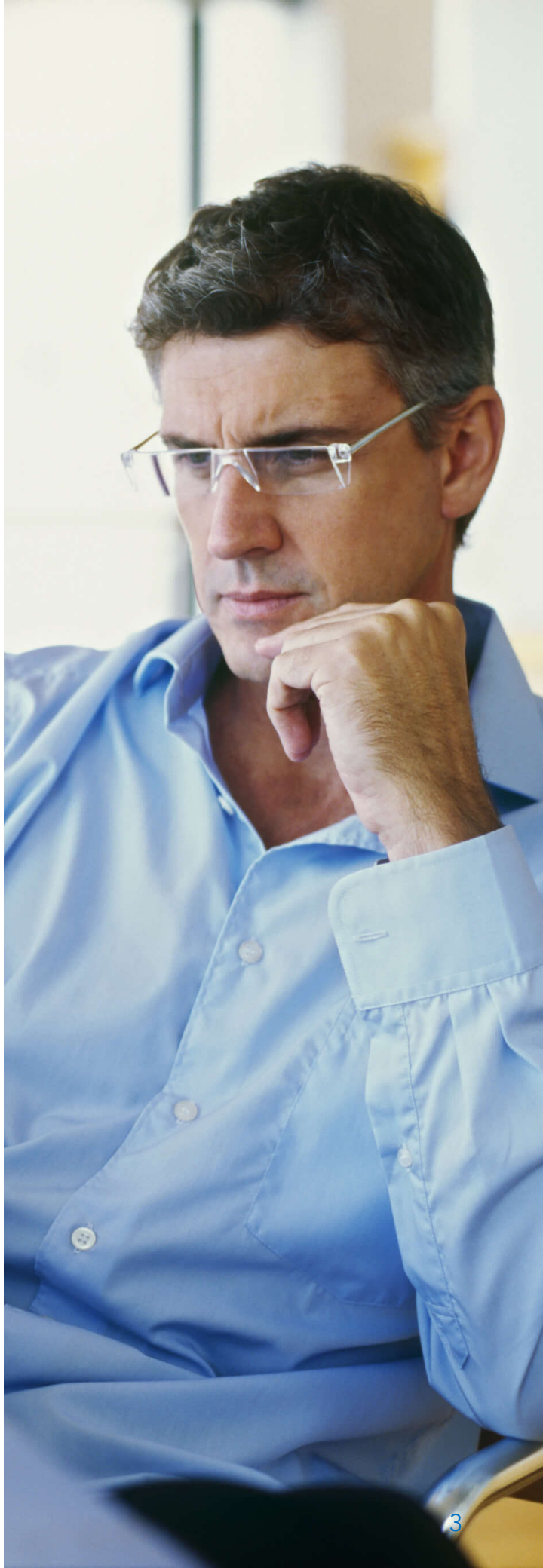
Business Learning Solutions is a management training provider committed to offering quality and value to our customers.

Our focus on personal development has enabled us to adapt world-class and tailored training programmes to meet individual needs and enhance your performance. As a result, we have been successful in delivering training to people with diverse experience and capabilities from CEO's to sales assistants.

Our mission – 'Better learning for business' - is about using the art of teaching to train people and get the best out of them; giving them the skills to perform better in the work place. This is achieved through involving course materials, skilful questioning and interactive role-play.

Please take a few moments to view our brochure and find out more about Business Learning Solutions, the courses we deliver and how these can be tailored to fit your company's needs.

***BLS – for all your Business training requirements.***



# Workshops

Our mission is to provide ‘better learning’ - it is about using the art of teaching to train people and get the best out of them; giving them the skills to perform better in the work place. This is achieved through involving course materials, skilful questioning and interactive role-play.

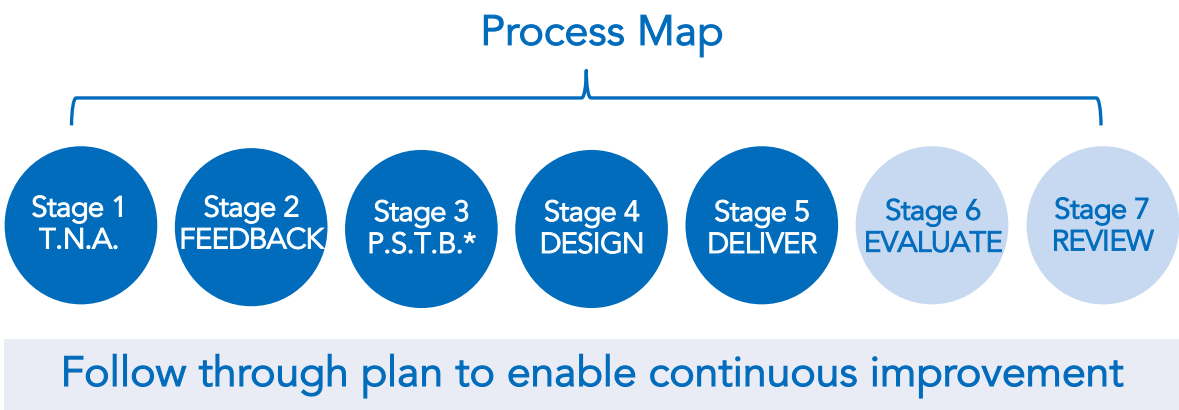
Please see our management courses below that address each area of business improvement. Each course will cover a number of key areas and provide practical advice and guidance as to how to handle each business need.

Course Title:	Description:
Communicating Clearly	Learn how to convey your message confidently by improving your skills in every form of communication.
Managing Time	Create space in your day by identifying time-wasting traps and planning your time realistically and effectively.
Making Decisions	Improve your managerial technique by discovering how to make productive, informed decisions.
Delegating Successfully	Free your time, establish trust, and develop staff relationships by learning delegating techniques.
Motivating People	Bring out the best in people by encouraging individual initiatives and rewarding achievement.
Managing Teams	Maximize team standards by building up an outstanding team, releasing creativity, and achieving targets.
Managing Meetings	Make meetings work for you by planning carefully, understanding procedure, and concluding successfully.
Presenting Successfully	Improve your presentation skills by learning how to prepare fully, speak with confidence and handle an audience.
Negotiating Successfully	Learn effective negotiation by discovering how to start strongly, establish common ground, and close a deal.
Interviewing People	Find the best person for the job by learning to control an interview, read body language, and analyze information.
Managing Change	Discover how to adapt to new situations by anticipating and planning for change and understanding its effects.
Minimizing Stress	Improve stressful ways of working by learning how to prioritize, delegate, and reorganize your work.
Getting Organized	Achieve objectives and meet deadlines through effective prioritizing and rapid decision-making.
Writing Effectively	Get your message across clearly and succinctly by choosing the right approach in e-mails, letters and reports.
Thinking Creatively	Improve your performance through creative thinking and encourage and facilitate creativity in others.
Influencing People	Learn how to influence colleagues by managing yourself and working towards mutual goals.
Dealing with Difficult People	Create positive outcomes by understanding problem relationships and analyzing your options for action.
Appraising Staff	Enhance staff performance by learning to prepare, manage and follow up appraisal interviews.
Managing Public Relations	Generate and manage publicity for your company, from writing press releases to organizing PR events.
Putting Customers First	Win loyal customers and guarantee your competitive advantage by building relationships and meeting client’s needs.
Balancing Work and Life	Achieve a more rewarding and successful lifestyle by skillfully managing the demands of work and home.



# Training Needs Analysis

We would like to offer your business a FREE Training Needs Analysis. Our TNA follows the steps outlined in the partnership process map below.



\* Problem Solve, Team Build

To find out more or to book an appointment contact us now.



# Coaching

Our Coaching Program is aimed at boosting the performance of an individual or team. Our coaching program includes:

- Free ½ hour First session\*
- a context of trust and understanding
- use of 'ask', not only 'tell'
- agreement on goals
- optimising opportunities to perform
- ongoing, ad hoc, feedback
- periodically, coaching sessions in greater depth
- a recognition by the line manager of the obligation to coach, and the incentives to do so.

\* Subject to contract.

Periodically the coach and coachee will decide to complement ad hoc feedback with a 30-60-minute coaching session.

To ensure a relevant focus and clear outcomes, our coaches typically use a four-step agenda that covers Goals, Reality, Options and Wrap-up (GROW).



# Contact Us

To find out more about the services we offer, and how Business Learning Solutions can add value to your business or to make an appointment, please contact us on:

Tel: +44 (0) 7876 625 751

or

Email: [enquiries@blsuk.com](mailto:enquiries@blsuk.com)

Thank you.



Visit the [blsuk.com](https://blsuk.com) website, or scan code

