

# CORPORATE TRAINING DIRECTORY 2022 - 23

MANAGEMENT | OCCUPATIONAL HEALTH & SAFETY

PROJECT MANAGEMENT | SOFT SKILLS | LEADERSHIP

EARLY YEARS EDUCATION – MONTESSORY



**PAKISTAN**

# 348, Street # 01, Sector I-9/3  
Industrial Area - Islamabad  
(92) 323 525 2727 - (92) 51 443 2888

[info@tmc-training.com](mailto:info@tmc-training.com)



**UAE**

# 324, 3<sup>rd</sup> Floor, City Bay Business Centre,  
Abu Hail, Hor Al Anz, East Deira Dubai  
(971) 55 102 3646 - (971) 4 546 7979

[www.tmc-training.com](http://www.tmc-training.com)



## M. Kaleem Nawaz

CEO  
TMC – Management & Safety Training – UAE

I take immense pleasure in welcoming you to TMC Management & Safety Training - Institute. As we are stepping into 2023, we aim to augment the social, economic & competitive ecosystems to transform talented people into the most sought-after and respected workforce internationally, as envisioned by our proud Rulers, who are great role models of our Arab world.

Our clients, both small and large, private and public, have confidence on us since 2016 to help them grow their human capital across a variety of managerial and technical sectors, using an ever-expanding portfolio of goods and services. We bring training solutions to companies, governments, and organizations worldwide, and also offer scheduled public courses, in-company workshops, off the shelf, tailored, and client bespoke interventions.

TMC offers you the most effective teaching and training environments to conduct interactive training programs that meet the highest technical and quality standards, in order to empower future leaders to build a knowledgeable and competitive businesses. I invite you to come together with sincerity, honesty and dedication to transform the employees into an undeniable force in the international corporate world.

We concentrate on a confirmation based process that is premeditated for all clienteles based on their distinctive commercial, financial, and expansion needs exclusively. At TMC, we are working with several multinational and domestic organizations in both the public and private sector to build employees' capacity in the various domains.

**"85% Of One's Success at the workplace is attributed to Soft Skills and only 15% to technical skills"**



## Mr. Mohsin Bajwa

Trainer & Assessor – OHS

TMC Management and Safety Training - Institute, (RTP ID 753834) is a registered training provider under the DET (Department of Economy and Tourism), Government of Dubai – UAE, delivering the below Vocational Education Training (VET).

Technical & Occupational Skills Training;

التدريب على المهارات المهنية التقنية

First Aid Training Center;

مركز تدريب اسعافات أولية

Professional & Management Development Training;

التدريب في مجال التطوير المهني الداري

Occupational Safety Training;

التدريب على إجراءات السلامة المهنية

Our cutting-edge varied training programs/Qualifications are designed and delivered by subject matter experts who are capable of offering solutions that are appropriate for this area and pertinent to the business concerns of today. We take great satisfaction in our past performance and our enduring connections with our clients, many of whom have been with us since we first opened for business.

**Self-management Skills Training** address how you perceive yourself and others, managing emotions and personal habits, engaging skills to respond to adverse situations. **When you build inner excellence, you can have a strong mental and emotional foundation to succeed in your career & personal life.**

**People Skills** (Conventional) address how to best interact and work with others so you can build meaningful business oriented relationships, and influence others' perception of you and your work, and motivate their actions.

**People Skills** (Tribal) that you will not find in any job descriptions but are essential to your career success. We call them 'tribal' because they are more "insider knowledge" that you gain from work experience or from mentors. Some people can go through their entire career and may not be aware of some of these skills.

**We believe in customized solutions through joint efforts to explore needs, and objectives, then, tailor-made programs are designed by our Certified Trainers.**



## Ms. Sumaira Jabeen

Trainer & Assessor - EYE



## Dr. Khalid Anwer (KJAn)

Director – HR & Qualifications  
Corporate Training & Performance Consultant  
Australian Certified Business Trainer & Assessor

Our CORPORATE TRAINING DIRECTORY.

This short guide will provide you an insight into our work, approach, and fundamental values.

The best companies know that every employee is vital to its success, and every employee needs to be aligned with his/her company's goals.

A well-trained workforce is essential for improved performance, and employees that are regularly trained can augment value in new ways and stay in sync with the organization's vision.

An organization can always continue to improve, whereas, employee training is a significant element to build and strengthen the organization from the ground up, hence, Invest in your company's future by investing in your employees today.

Research data reveals that lack of training leads to disengaged employees who either fall below their capabilities or leave the organization behind. According to the American Staffing Association, 61 percent of those polled said they would be more effective at work with training, and 60 percent blamed workplace mistakes on a lack of training.

TMC offers dissimilar, K.S.A (Knowledge, Skills, & Attitude) based training programs for Leaders, Directors, Managers, CEOs, Executives, Frontline officers, and other employees from Manufacturing, Services, and Hospitality Industries.

All of our courses are designed to make an immediate impact, and we have prepared a specialized plan for your company to enhance the value your employees add to your company.

I am confident you will appreciate the uniqueness of our offering and I look forward to counting you among our trusted partners.

*Khalid Anwer*

Our training services covers a wide range of domains such as; Sales, Marketing, Management, Leadership, Project Management, Financial Management, Supply Chain Management, Total Quality Management, Customer Services, Media, Digital Marketing, Early Childhood Education, Communication, Team Building, Time Management, Train the Trainer, Motivation, Six Sigma, and customized training solutions.

TMC – UAE, especially, provides Pharmaceutical Sales & Marketing training for Medical Reps, Frontline Sales Managers that can elevate performance across the board, from new employees to skilled veterans and management.

Several multi-national & domestic, business & not-for-profit, public & private sector organizations have already capitalized on the potential of our offering including pharma companies.

We have held courses in Dubai, Abu Dhabi, Lahore, Karachi, Islamabad, Quetta, and many other cities. You can place your trust in our name and long-standing reputation, and be safe in the knowledge that the training received is continuously being updated and offered worldwide to thousands of professionals who are actively encouraged to provide feedback.



Our philosophy is not to build a business, we build people, then people build the business. We deliver the best training sessions in Sales, Marketing Management, Workforce Management, and Soft Skills to augment the 3P (productivity, performance and profitability) of business organizations.

The training courses are well designed with the learners in mind and each course is coupled with rational examples and exercises to help the learners to anticipate surprises into in their work fields.

TMC facilitates its partner organizations to discover state-of-the-art ways of business development and returns generation by catalyzing through discovering aptitude, Stimulation, and Acceleration.

### OUR MISSION STATEMENT & VISION

**Our Vision** is to be the first choice for the development of human capital, compatibility with the dynamic corporate needs, and progression of knowledge, skills, and competencies.

**Our Mission** is to offer globally accepted, internationally renowned, regulated, and endorsed international qualifications by over accredited and qualified professionals through the transformation of knowledge, developing the skills and competencies in Management, Leadership, and occupational health and safety domains.



# CORPORATE TRAINING SOLUTIONS

TMC is renowned for Communication, Management, Leadership, Sales, Marketing Management, Project Management & Soft Skills training. We deliver inspirational learning that positively changes behaviours and drives improved individuals' and organisational performance. Our unique insight, strategic partnerships and access to a comprehensive network of subject-matter experts ensures every solution is developed with real-time, top-class content. If you're looking for a one-off course or a complex, bespoke ongoing programme we'll use our experience and resources to meet your requirements.

***We don't Build a Business, We Build People, People Build the Business***



# TRAINING QUALIFICATIONS

We work with clients from both the public and private sectors and across a variety of industries. We cater for public workshops and work with organisations to design and engineer learning solutions with bespoke content. Below is a list of topical areas. Highlighted are our most popular workshops. All the workshops listed can be developed at an **introductory**, **intermediate**, and **advanced** levels. The duration can vary from one to five days including a boot camp option that encompasses a selection of courses.

## TAILORED PROGRAMS

### WORKSHOPS

NOTE: Workshop sizes are typically 26 delegates (max); specialised workshops capped at 15 (max)\*  
Our training is also available in Urdu and Arabic

## OCCUPATIONAL HEALTH & SAFETY – TRAINING COURSES

- |                                       |   |
|---------------------------------------|---|
| 1. Authorised Gas Tester              | 11. Electrical Safety                         |
| 2. Banksman / Flagman                 | 12. Emergency First Aid at Work               |
| 3. Basic Fire Safety                  | 13. Emergency Response                        |
| 4. Basic First Aid                    | 14. Fire Warden                               |
| 5. Chemical Handling Safety Awareness | 15. Fire Watcher                              |
| 6. Confined Space Entry               | 16. Forklift Operator                         |
| 7. Confined Space Rescue              | 17. General Health and Safety Awareness       |
| 8. Crane Operator                     | 18. Hazard Identification and Risk Assessment |
| 9. Dangerous Goods Handling           | 19. Heat Stress Awareness                     |
| 10. Defensive Driving                 | 20. Manhole Watcher                           |

## PEOPLE DEVELOPMENT – ADMINISTRATIVE – TRAINING COURSES

- |                             |                            |
|-----------------------------|----------------------------|
| 21. Time Management         | 28. Anger Management       |
| 22. Administrative Support  | 29. Emotional Intelligence |
| 23. Organizational Skills   | 30. Goal Setting           |
| 24. 10 soft skills you need | 31. Happiness Hacks        |
| 25. Interpersonal skills    | 32. Stress Management      |
| 26. Negotiation skills      | 33. Work-life Balance      |
| 27. HR for non-HR managers  | 34. Career Coaching        |

## LEADERSHIP & MANAGEMENT – ENDORSED TRAINING COURSES

- |  |  |
|--|--|
| 35. Diversity & Inclusion                      | 43. Project Management (a step-by-step approach)     |
| 36. Emotional Intelligence @ workplace         | 44. The Most in Demand, Corporate Skills in 2023-25  |
| 37. Managerial and Administrative Skills       | 45. Understanding people Attitude, Behavior & Values |
| 38. Problem Solving and Decision Making        | 46. Talent Acquisition & Talent Management           |
| 39. Conflict Resolution & Negotiation Skills   | 47. Supply Chain Management (a step-by-step)         |
| 40. Leadership Skills Training and Innovation  | 48. Inclusive Leadership Behaviour in 21st Century   |
| 41. Communication Skills, Styles, and Barriers | 49. Hedonic & Eudaimonic Well-being @ workplace      |
| 42. Team Building and Team Management Skills   | 50. Performance Management – Balanced Scorecard      |



## BUSINESS MANAGEMENT & EYE – REGULATED QUALIFICATIONS

51. Qualifi Level 3 Diploma in Business Management (603/1102/2)
52. Qualifi Level 3 Diploma in Early Years Education and Care (Early Years Educator) (610/0013/6)
53. Qualifi Level 4 Diploma In Business Management (601/6048/2)
54. Qualifi Level 4 Diploma in Early Learning and Childcare (610/0227/6)
55. Qualifi Level 5 Diploma in Business Management (601/6049/4)
56. Qualifi Level 5 Diploma in Early Learning and Childcare (610/0226/4)
57. Qualifi Level 6 Diploma in Business Administration (603/1037/6)
58. Qualifi Level 7 Diploma in Project Management (610/1342/0)
59. Qualifi Level 7 Diploma in Human Resource Management (603/0722/5)
60. Qualifi Level 7 Diploma in Logistics and Supply Chain Crisis Management (603/6067/7)

## OCCUPATIONAL HEALTH & SAFETY - REGULATED QUALIFICATIONS

61. Qualifi Level 7 International Diploma in Occupational Health and Safety Management (603/5639/X)
62. Qualifi Level 6 Diploma in Occupational Health and Safety Management (603/5226/7)
63. Qualifi Level 7 International Diploma in Process Safety Management (603/7608/9)

## SALES & MARKETING – TRAINING COURSES

- |  |   |
|--|---|
| 64. Selling Process – A step-by-step approach  | 71. Ways to Develop Effective Teams               |
| 65. Sales Coaching and Development Program     | 72. Frontline Management Effectiveness            |
| 66. How to Build a Rapport with Key Accounts   | 73. Product Portfolio & Strategic Marketing       |
| 67. Key Account Management Training Program    | 74. Aligning Business, Brand and Behavior         |
| 68. Sales Analysis and Management Techniques   | 75. How to Create a Impactful Brand Strategy      |
| 69. Influencing and Persuasion Skills Training | 76. Problem Solving and Decision Making Tools     |
| 70. Introduction to Brand Management           | 77. Drop Card and Literature Designing Principles |



# TRAINING



*Empower Your Team with World Class  
TMC Training Programs*



**ISLAMABAD – PAKISTAN**

# 348, Street # 01, Sector I-9/3,

[info@tmc-training.com](mailto:info@tmc-training.com)

(92) 323 525 2727

**TMC-TRAINING**

M A N A G E M E N T  
A N D - S A F E T Y



**DUBAI - UAE**

3<sup>rd</sup> Floor, City Bay Business Centre

[kjan@tmc-training.com](mailto:kjan@tmc-training.com)

(971) 55 102 3646

[www.tmc-training.com](http://www.tmc-training.com)



## WHY TRAINING PROGRAM IS REQUIRED?

- Presently, several firms may have people with some remarkable selling skills, but there is a huge lot of salesforce which is disinclined or shy, talking to the customers or clients about their companies' products or services. Visiting the client's chamber may not be tough, but the most significant job commences after that. Is your salesforce ready for that?
- This is a call to all the organizations to hone their sales team's skills and be the best. With the support of our sales training program, you can equip your sales executives with the required selling skills and sales strategies.

In consultation with industry sales experts, and certified business trainers, we have developed following innovative and effective Sales Training Programs that have been tested and proven quite successful to many organizations over the years.

## 3 DAYS Training Workshop for Frontline Managers

### SELLING DYNAMICS

- Selling Process – A step-by-step approach
- How to Build a Rapport with Key Accounts
- Key Account Management Training Program
- Sales Analysis and Management Techniques
- Time, Territory and Self-Management
- Negotiating with a clients- Techniques

### SALES FORCE – MANAGEMENT

- Conflict Resolution Skills & Approaches
- Communication Styles, Barriers and Skills
- Influencing and Persuasion Skills Training
- Problem Solving and Decision Making Tools
- Frontline Management Effectiveness Training
- Commanding Steps to Develop Effective Teams
- Understanding people Attitude, Behavior & Values

### MARKETING – MANAGEMENT

- Introduction to Brand Management
- Aligning Business, Brand and Behavior
- How to Create a Impactful Brand Strategy
- Drop Card and Literature Designing Principles
- Product Portfolio Management & Strategic Marketing



**“TELLING IS NOT SELLING: SELLING STARTS WHEN CUSTOMER SAYS “NO”**

## 2 DAYS Training Workshop for Product Managers

“MOST OF WHAT WE CALL MANAGEMENT CONSISTS OF MAKING IT DIFFICULT FOR PEOPLE TO GET THEIR WORK DONE” – P. Drucker

“A BRAND IS NO LONGER WHAT WE TELL THE CUSTOMER IT IS – IT IS WHAT CUSTOMERS TELL EACH OTHER IT IS”

# OUR TRAINERS' PROFILE

Your requirements have been scoped, the goals are set, all the planning has been finished and the preparation taken care of. The training roadmap has been produced and duly promoted. It's now time for the actual training. The skills, personality and experience of the trainer are vital.

That's where TMC Training can be trusted. We are constantly sourcing, referencing, selecting and up-skilling new training professionals, ensuring that our trainer pool remains competitive and of the highest calibre.

*Our Australian Certified Business Trainers deliver inspirational learning that positively changes behaviours and drives improved performance.*

The **Mediocre** Trainer  
**TELLS**

The **good** Trainer  
**EXPLAINS**

The **superior** Trainer  
**DEMONSTRATES**

The **great** Trainer  
**INSPIRES**





# OUR

## T R A I N E R S P R O F I L E S



→ **Mr. Khalid Anwer**

Mr. Anwer is an Australian Certified Business Trainer & Assessor, Ph.D Scholar and Pharmaceutical Sales Trainer with overall 25 plus years of Sales, Marketing, Management, Teaching, Training, and Coaching experience as Master Trainer of Business and Soft-Skills. He is an expert in several pedagogical philosophies, which best endorse the overall currency of a Resource Person. Mr. Anwer has worked with leading multinational companies such as; Eli-Lilly Pharma, Novo Nordisk Pharma, National Defense University, Preston University, and Australian Pacific Institute of Technology in multiple positions.



→ **Ms. Sumaira Jabeen**

She is PhD scholar, Australian Certified Business Trainer. she is associated with many public and private sector organizations. Her experience and association with people from various domains help her to effectively manage people and their behavior. She has an overall six years of experience in the capacity building domain. Her core competency includes Communication, Self-awareness and Development, Motivation, Change in Behavior, and Conflict Resolution training workshops. Her strong passion for human research and behavioral studies has made her realize the reality to create a niche consistently.



→ **Mr. Mohsin Bajwa**

Mr. Mohsin Bajwa is skilled in developing, designing, and delivering Health & Safety and Soft Skills training programs. He never wavers in his commitment to achieving the goals set for him by the organizations to which he has been assigned. He worked hard, making the most of his educational background and professional expertise. He consistently keeps updated the professional knowledge and a great understanding of training trends, and best practices across industries with the capability of customizing any particular training programs as needed.



→ **Dr. Muhammad Iqbal - Canada**

Dr. Iqbal, has been behind three successful career stories as an Educator and HR Professional; Learning Designer; and Life Skills Coach in service industries. He gets engaged with students, and professionals to prepare them in getting the job they love, earning more bucks, to make a career transition to polish their brands and worth. He has mentored thousands of clients who have landed their dream jobs worldwide.



→ **Dr. Zekria Nas - Turkey**

Dr. Zekeriya NAS holds a PhD degree in Human Resource Development, especially, "the effects of cross-cultural training on the performance of expatriates in business organizations". Mr. Zekeriya NAS has worked in Islamabad, Pakistan under cultural exchange programs since 2007. He has conducted several training and research sessions globally and currently teaching Human Resource Development to M.S. in Faculty of Tourism, Van Yuzuncu Yil University, Turkey.



→ **Mr. Ahtisham Qureshi**

Mr. Ahtisham is a project team manager that prioritizes results. He has 13 years of expertise in project and product management, including building, implementing, and maintaining complex infrastructures for startups with rapid expansion. In order to achieve business objectives, I swiftly adapt to changing project needs because he is a quick learner and detail oriented. Ability to effectively communicate in technical terms with IT specialists and collaborate with other staff members to clearly describe projects to ensure projects go smoothly.



→ **Mr. Ahmed Tahir Chohaun**

Mr Chohaun is highly dedicated towards his work, positive attitude, communication skill, leadership qualities, capability of troubleshooting, team motivation. He always prepares investigation report of accidents & incidents, near misses, conducting weekly meeting with site engineers and supervisors as per organizational requirement. Ability to collaborate with other staff members and effectively communicate to outline projects and assure success.

## COMMUNICATION

# EFFECTIVE COMMUNICATIONS FOR INFLUENCERS

The ability to communicate effectively is one of the most important professional and personal skills you will ever have. Learn to interact with individuals and groups to achieve your goals and gain greater influence over people and events at work, at home and in your community.



## What is it about?

Enhance your presentation and persuasion skills in high stakes communications. This course covers 11 influencing techniques which will show you how to structure convincing arguments and sway your audience.

## Who should attend?

Anyone looking to become more assertive and win influence with key stakeholders. This will be a particularly useful course for senior managers or those aspiring to senior management or leadership roles or those who have recently been promoted.

## Learning outcomes:

- Perfect communication and presentation skills
- Prepare and deliver key messages to clients and colleagues
- Understand the needs and attention span of an audience
- Combine emotion and reason to create a powerful presentation
- Use voice and body language to reinforce key messages
- Handle difficult questions and take control in challenging situations
- Use the Ladder of Abstraction to make ideas more memorable

 INDIVIDUALS FROM AED: 950 per person

**BOOK NOW** .....  +971 55 102 3646

.....  [info@tmc-training.com](mailto:info@tmc-training.com)

## Course Structure

### Morning

- Challenges and opportunities in the “era of information overload”
- Strategies to target audiences and deliver key messages
- Be an effective speaker: climb up and down the Ladder of Abstraction
- Understanding logos, ethos, telos, kairos, and pathos

### Afternoon

- The art of rhetoric
- The body language of success
- Presentation exercises in front of camera and review

 IN - COMPANY FROM AED: 9,500 per workshop





## PRESENTATION

# IMPACTFUL PRESENTATIONS SKILLS

In the corporate communication atmosphere, presentation skills are key to maintaining a credible and coherent identity for your organisation and promoting a positive brand. Professionals in this field are often responsible for the overall communications strategy of their organisation. They regularly exchange business information with colleagues, competitors and peers, the market and the media.

They may speak for the company on day-to-day business activities or in times of crisis. They may also be called on to write speeches for senior executives and coach them on presentations. They must be poised, have gravitas and be able to deliver at a moment's notice.

# P R E S E N T A T I O N S K I L L S

## What is it about?

Develop and enhance your public speaking style to deliver key messages with impact. You will explore how to use voice and gestures to reinforce your content, adopt language that is engaging and understood, discover how to deal with difficult questions and harness the power of data.

## Who should attend?

Anyone with limited experience of making presentations who wants to become more confident and improve their skills. Ideal for junior to middle managers who want to maximise their impact and increase their influence.

## Learning outcomes:

- Refine communications and presentation skills
- Deliver key messages to clients and colleagues
- Learn how to use voice and body language to reinforce key messages
- Handle difficult questions and take control in challenging situations
- Use data and statistics with impact



INDIVIDUALS FROM AED: 950 per person

## BOOK NOW



+971 55 102 3646



info@tmc-training.com

## Course Structure

### Morning

- The Good Communicator
- Practical tactics to improve your communications skills
- Injecting clarity and emotion into your communications
- The 3 s's: short, simple and structured messages

### Afternoon

- Interview skills and techniques
- Presentation skills: posture, pace, vocals, dress
- Recording and reviewing your presentation



IN - COMPANY FROM AED: 9,500 per workshop

T M C  
T R A I N I N G

# OUR APPROACH

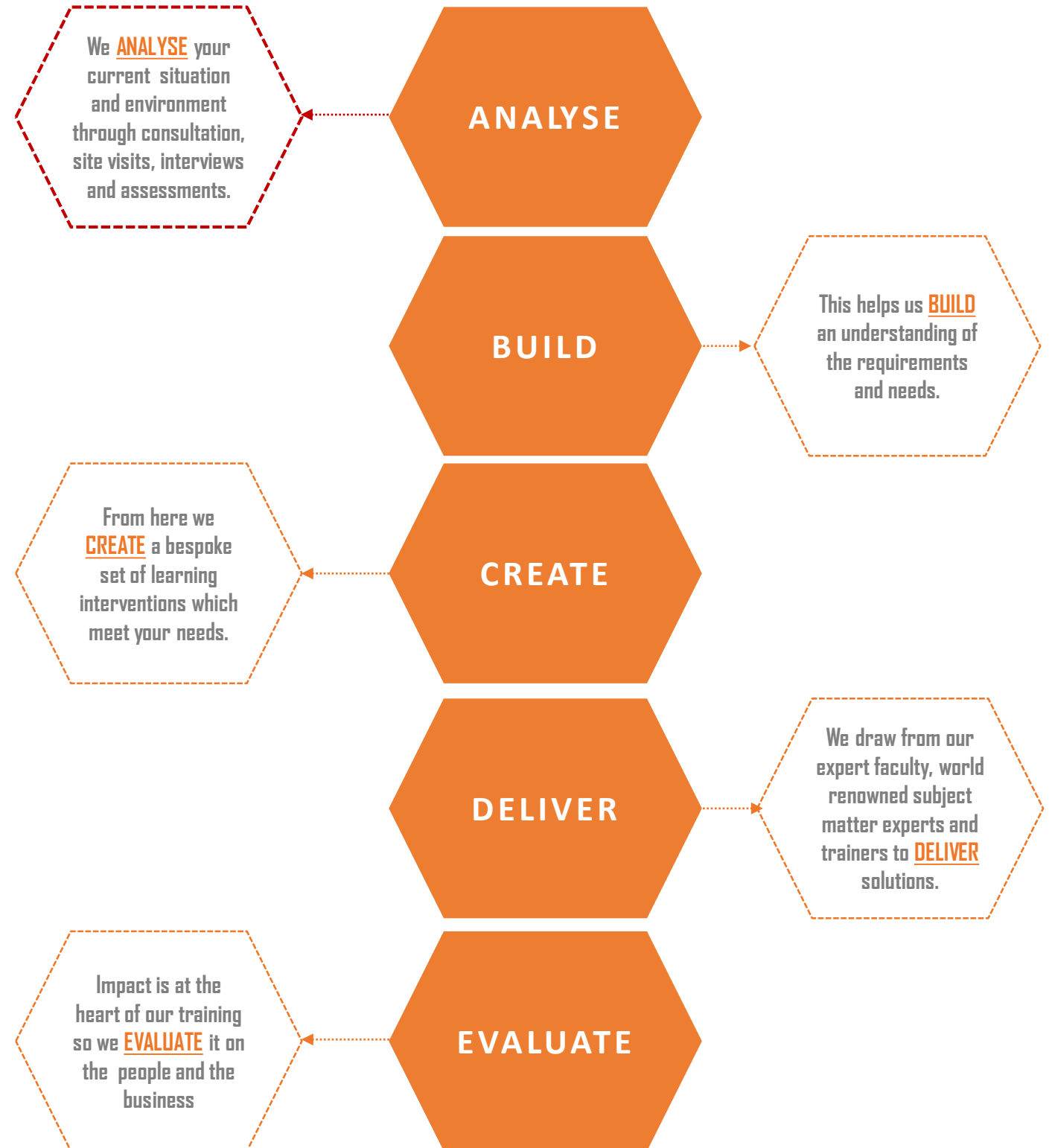


It's good to talk! Opening dialogue with us is the first part of the process and we will support you all the way. From day one, our group of account managers will discuss with you at a high level what your requirements are.



From here they will advise you of your options, be that consultancy, capability assessments or off-the-shelf, tailored or bespoke solutions. We will work closely with you to explore the business objectives and examine individual and team development needs.

*Our APPROACH is as simple as A....B....C*







TMC Training combines experiences, such as projects and business challenges, with formal learning. Quite often the most **impactful learning** is experiential and **learning journeys** happen through a series of shorter activities that can be applied and put into practice immediately. These include self-study, peer learning, **formal learning** and sharing personal experience.

We **learn by doing** and we learn from others and that's why we promote a number of approaches, including face-to-face, virtual classrooms, flipped classrooms, videos and discussions. These tools give you the opportunity to learn with your peers and enhance the learning experience.

### OUR LEARNING PRINCIPLES

We know **not everyone is the same and people learn in different ways**. We also appreciate that people are at different stages of their careers, responsibilities and competencies vary according to position and organization.

This is why we accommodate tailored and bespoke learning solutions as we recognise it is important to create the right training for the intended audience and in the right format, be that face-to-face, eLearning, bite-sized or blended solutions.

**In addition we are used to creating training content to suit three distinct learning groups:**

#### INTRODUCTORY

A basic level for people who are new to a role, have limited subject knowledge or simply need a refresher

#### INTERMEDIATE

Aimed at practitioners and managers looking to deepen their experience

#### ADVANCED

Designed for those with high levels of responsibility, experience or knowledge

# OUR TRAINING METHODOLOGY



## LEARNING CONSULTANCY

Our pool of **Australian Certified Business Trainers, Consultants, and Subject Matter Experts** are always on hand to work with you, from TNA (training need assessment) or capability audits to core curriculum architecture and design of custom-made programs. Their work doesn't end when the learning starts, they can work with you to review the program, provide feedback, and measure progress and ROI.

## COACHING & MENTORING

**Coaching and mentoring are processes that empower both individual and corporate clienteles to realise their full potential.** Coaching brings out the skills, resources, and creativity that exist within learners to overcome their most difficult professional and personal challenges. Whereas Mentoring goes beyond these areas to include elements, such as work-life balance, self-confidence, and self-perception.

## E-LEARNING

E-Learning is an enabling podium, capable of conveying pertinent, and high-quality learning content that can advance the learners' experience, engagement and accomplishment. It has the potential to transform the way individuals and organizational learning takes place. Modules are typically anything from 15 - 30 minutes. **If E-Learning is right for you, we will incorporate it into the solution.**

## FLIPPED CLASS ROOMS

**By retreating the old-fashioned learning environment, flipped classrooms are used to provide a learner-centric environment** where more time is spent outside the training environment reviewing e-Learning, videos, and conducting research and exercises. This allows more face-to-face time, during group discussion, deep-diving the subject area and more personalised trainer's interaction with delegates.

## BITE SIZED

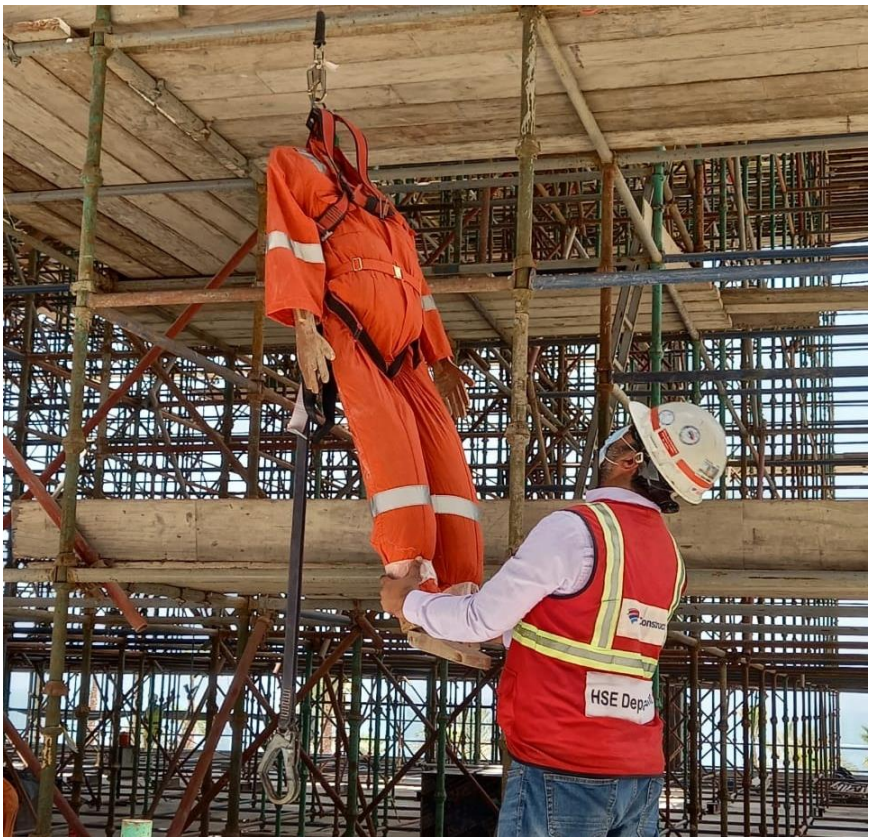
These are shorter variants of E-Learning modules which typically range from 5-15 minutes. Smartphones and tablets have increased the popularity, and rapid acceleration of this method which is proving to be an extremely flexible, accessible and cost-effective addition to any learning program.

## BLENDED LEARNING

**Learning where the workshop is divided across face-to-face and/or E-learning or web-based interactions.** This hybrid and self-paced approach is extremely flexible as the learning can vary in weighting between traditional classroom environments and online equivalents.



# Photo Gallery - Training





# Photo Gallery - Training





# Photo Gallery - Training



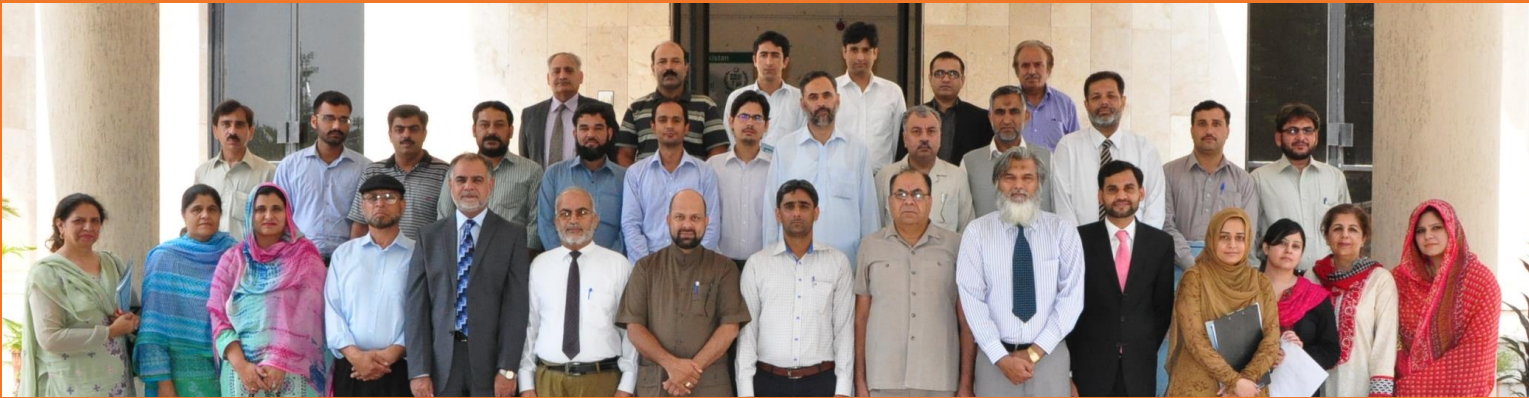


# Photo Gallery - Training





# Photo Gallery - Training





# Photo Gallery - Training





# Photo Gallery - Training









# OUR CLIENTS





# OUR FEEDBACK

“Excellent, really feel this can be applied when producing presentations.”

“Really positive. Learnt that preparation and practice are critical for successful presentations.”

“Experience was **EXCELLENT!**”

“The trainers worked well together and communicated the topic well. **I LEARNED A LOT!**”

“It was a very good course and hope I can use the examples in future presentations.”

“Excellent ideas and clearly taught. Loved the experience sharing.”

The overall experience was **AMAZING!**  
I will recommend this class to the entire business relationship management team.

**VERY GOOD**, great insight on how to reword yourself for a great impact!

This was one of the best courses I attended in many years.

I found the course engaging from start to finish.

So many new apps to use! It was **GREAT!**

**VERY POSITIVE**, every topic is handled with an adequate timeframe and the course is every interactive with the other colleagues and the instructor.

Another great course from the Foundation, giving practical advice from experienced trainers.

Excellent. I’ve learnt trends on social media and tips for blogging.