



Want to discuss your training needs?

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Branch Locations

United Kingdom - london@londontc.com

Kuwait - kuwait@londontc.com

Qatar - qatar@londontc.com

Kingdom of Saudi Arabia - ksa@londontc.com

India - india@londontc.com

Sri Lanka - srilanka@londontc.com

MODE OF STUDY

All training consist of 30% theoretical including activities, assesment & 70% on job training (OJT) will be conducted at the work place.

ASSESSMENT

All assessments will be conducted in the workplace. Assessment tasks consist of interview and questioning, practical demonstrations, observation and supervisor/ third party reports.

LEARNING RESOURCES

London Training Centre will provide

- A certificate of attendance for each trainee subject to 80% attendance.
- London Training Center will provide all learning materials and handouts.

TRAINEE PROFILE ON COURSE COMPLETION

After the successful completion of the training each trainee will be awarded a London Training Centre Certificate of Attendance in each specific course. LTC Certificates are internationally recognized by IAO – International Accreditation Organization (www.iao.org) IAO is an international educational quality assurance agency working to enhance the standards of education around the world.

PROGRESS REPORTS

- Progress and attendance reports, linked to the specifications for the reporting period, will be sent to the company for each trainee.
- These reports will list trainee progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.



Taking you forward



BUSINESS MANAGEMENT TRAINING

ABOUT LONDON TRAINING CENTRE

London Training Centre was established in 2001, out of the need felt by the corporate sector for holistic training/ consulting outfit which can deliver measurable and quantifiable interventions. The core team of London Training Center responded to this feeling with a vision: "to provide training that is practical and effective and that improves business performance". London Training Center offers industry leading bespoke training/consulting interventions including Business Management, Business soft Skills, Tourism & Hospitality Management, Health & Safety and Personal Development courses.

Over many years, we have developed a portfolio of "core" business soft skill training programs in specific business areas that our business partners have identified as presenting particular challenges to their organizations.

BUSINESS MANAGEMENT TRAINING OVERVIEW

Introduces important business and management skills to entry-level workers, supervisors, or managers.

Our Business Management Training are designed to meet the subject standards for any organization's educational development program, this versatile Business Management Training print-based curriculum features comprehensive courseware in need-to-know business principles such as HR & training, management & leadership, marketing, and sales.

Combine the program with on-the-job training (OJT) and give your employees both knowledge and experience. Participants who complete the program develop the expertise to:

Discuss the concepts and skills that a first-level supervisor would use in their daily responsibilities including: managerial concepts, how to plan, organize and control, the process of motivation, employee relations; training, communication, and coordination with leadership skills, and cost control and work simplification.

Plan marketing strategy, focusing on product, pricing, promotion, and distribution. Describe the principal requirements of sales management, including the recruiting, selecting, and training of sales people, prospecting for clients, planning, and developing a sales strategy.

HR MANAGEMENT AND DEVELOPMENT TRAINING PROGRAMMES

Our Human Resources Management and Development training Programmes category are targeted mainly at Human Resources professionals, although most of them will also be of value to line staff. Training courses in Human Resources Management and Development topics include:

- Enhancing Employee Performance
- NLP - Neuro Linguistic Programme
- NLP - Neuro Linguistic Programme Practitioner
- Practitioner of Graphology
(Analyzing the personality through handwriting)
- Practitioner of Colour Q
(Analyzing the personality through Colour Code)
- The Role of Effective Administration in Classroom
(For Teachers / Trainers)
- The Art of Training "Train the Trainers"

MANAGEMENT & LEADERSHIP TRAINING PROGRAMMES

Our Management and Leadership training Programmes category are targeted mainly at Management Level professionals, although most of them will also be of value to line staff.

Training courses in Management and Leadership topics include:

- The Art of Inventory Control
- How to manage a fruitful Meeting
- The art of Persuasion
- The Concept of Managing Stress
- Creative thinking (Management - CORT 1)
- Creative thinking (Management - CORT 2)
- 4 E's of Leadership (Future Leaders)
- Developing Emotional Intelligence
- Business & People Competency Management
- Principle of Administrative Supervision

MARKETING & SALES TRAINING PROGRAMMES

Our Marketing and Sales training Programmes category are targeted mainly at Marketing, Sales and Customer Service professionals, although most of them will also be of value to line staff.

Training courses in Marketing and Sales topics include:

- The Art of Market Analysis
- The Art of Marketing
- The Art of Public Relation
- The Art of Merchandising
- The Art of Sales "Brain Sell"
- The Complete Customer Care Programme
- The Art of Customer Services "Delight your Customer"

