



Want to discuss your training needs?

For enquiries contact:
P. O. Box : 31676 | Kingdom of Bahrain.
Tel: +973-17596561 | Fax: + 973-17596562
e-mail: londontc@londontc.com



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. Assess-ment 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 beawarded 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



PERSONAL DEVELOPMENT
SOFT SKILLS 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.

PERSONAL DEVELOPMENT SOFT SKILLS TRAINING OVERVIEW

Our Personal Development Courses are for learners and organisations who want to develop personal efficiency and communication skills, interact more competently and positively with others in the workplace to reduce stress levels and enrich your working life.

The courses below contain Psychometric Tests (Aptitude Tests), Cut-e Tests, Shapes and Areas, Basic Study Skills, Biology and Behaviour in Psychology and many other training courses.

- Personality Development
- Development of Innovative Creative Thinking
- Positive Thinking towards Creative Career
- Effective Time Management
- The Art of Work Ethics
- The Power of Positive Attitude
- Managing Your Priorities
- Building a World Class Team
- How to deal with subordinates

• PERSONALITY DEVELOPMENT

The training module is aimed at the promotion of the strategies for the personality development of the participants. The rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organisational effectiveness.

• DEVELOPMENT OF INNOVATIVE CREATIVE THINKING

Our Development of Innovative Creative Thinking training course is designed to teach you the processes of creative thinking using a tool-kit of practical creativity techniques. You will discover your personal creative thinking style in order to select the thinking tools which will harness your personal creativity.

• POSITIVE THINKING TOWARDS CREATIVE CAREER

This training module helps you to develop positive attitude at work and can determine how successful you are in your career. When you started developing positive attitudes at you're your work place, it helps you to deal with any setbacks. This special programme will discuss how you need to define your attitude at work as critical step to career success.

• EFFECTIVE TIME MANAGEMENT

This Effective Time Management Course will give you the skills to efficiently and effectively manage your time. You will learn to manage your time in a stress free, well organised way. This effective time management course provides a whole range of tools and techniques to make managing your time simple and straightforward.

• THE ART OF WORK ETHICS

The overall purpose of this model course is to encourage and help participants develop a better understanding of and manage the ethical issues and dilemmas they encounter in their daily practice. This helps them to have a better understanding of today's real work ethics.

• THE POWER OF POSITIVE ATTITUDE

This especial top performer formula programme will show you how to put into practice the powerful resources that you already have inside you. A clear sense of focus, a positive attitude, a structured approach and best practice drawn from some of the world's leading businesses. The aim of this programme is to re-energise yourself belief, enhance your self esteem and develop your skills be empowered to face the challenges of today's business world.

• MANAGING YOUR PRIORITIES

This course demonstrates how to take back control of your workload. You'll see what the common roadblocks are to completing tasks successfully and learn how to overcome them. Most importantly, learning to manage your workload is bound to improve your working relationships, lead to higher productivity, improve the quality of your work, and reduce stress.

• BUILDING A WORLD CLASS TEAM

This special team building training programme is design to help you to understand how import is team work in any organisation. The only point at which true responsibility for quality can lie is with the person or group actually doing the job or carrying out the process. The complexity of most of the processes in an organisation places them beyond the control of any one individual, and the only efficient way to tackle process improvement or re-design is through the use of teamwork.

• HOW TO DEAL WITH SUBORDINATES

This training programme helps you to develop personal management in four primary areas: setting the example for your subordinates, people management, giving your subordinates the right respect he deserves and the hated performance appraisal can be an effective management tool if used properly.

