



ELECTROVISION

e-learning solutions specialists est.1988

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Leadership and Teams

Understanding Leadership
Developing Leadership
The Effective Leader
Team Building
Performance Trouble Shooting
Managing Meetings
Appraisal Interviewing
Selection Interviewing
Project Management
Do or Delegate
Quality in Practice

Personal Development

Managing Yourself
Setting Objectives
Making Objectives Happen
Problem Solving
Decision Making
Time Management
The Assertive Manager
Negotiation Skills
Working in Teams
Planning your own Development

Customer Service

Caring for your Customers
Putting Customers First

Training & Facilitation Skills

Coaching Skills
Facilitation Skills
Mentoring Skills
One to One Training
Training for Non-Trainers

Communication Skills

Effective Writing
Persuading with Numbers
Working with Numbers
Preparing Presentations
Giving Presentations
Report Writing

Budgeting & Finance

Budgeting Basics
Preparing Your Budget
Managing your Budget
Understanding Balance Sheets
Understanding Profit & Loss

Literacy

Punctuation
Spelling
The English Sentence
Best Practice for Effective Business
Writing

Management Essentials

Customisable! These courses have fully customisable content. We can make the courses even more relevant to your employees by adding your own branding, organisation specific questions, case studies and by adding your own specific tools to the Learner Toolkit to tie in with your organisational development programme.

These 43 courses are designed to help supervisors, developing and middle managers to meet the wide range of challenges faced in today's business environment. Courses are entirely browser-based for easy integration into standard networks and are suitable for delivery via an intranet, the internet, or a Learning Management System.

Each course is highly interactive with UK voice-over, graphical exercises, and testing functionality. The emphasis of this range of courses is on high quality written and spoken content, and thought provoking questions. Courses have been developed by a panel of subject matter experts with input from world-renowned individuals such as Professor John Adair and Sir Ludovic Kennedy. This involvement ensures that the theories and models used are in line with standard and up-to-date management thinking and terminology. Courses last approximately 2hrs each.

The courses address: NVQ, Small Firms Standards, Investors in People (IIP) and IIP Assessment Indicators.

We can map this material to your own competency framework ensuring staff at different levels in your organisation receive learning specific to their needs.

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