

Safety at Work Series



In-house Training Packages

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In-House Training Packages

The FST In-house training packages consist of over 20 individual training packages designed to meet the needs of any organisation. These packages can be delivered to you by one of our trainers or can be delivered by an in house employee willing to train fellow employees in the workplace. Each package consists of the following:

Instructor Guide
PowerPoint slides
Student Manual
Exercise/Activities
Evaluation form.

Packages can be purchased, are in word and Power point format and fully editable.

Packages can be purchased for in-house delivery or you can engage us to deliver the training package. Or as an alternative we can train your staff to deliver the training.

So far the training packages have been very well received with the Customer Service package being the most used.

Feedback has been very good for all of the packages provided. In fact we are confident that if you don't see value for money in the package you have purchased we will refund you

List of Packages :

Administrative Support
Anger Management
Business Etiquette
Business Writing
Coaching and Mentoring
Communication Strategies
Creative Problem Solving
Customer Service
Effective Conflict Resolution
Effective Meetings
Effective Supervisor
Human Resources Management
Leadership and Influence
Managing Change
Managing Stress

Motivating your employees
Personal Productivity
Proposal Writing
Public Speaking
Sales Fundamentals
Team Building & Team work
Team Proposal Writing
The 360 Feedback
The Effective Negotiator
The Inspiring Presenter
Time Management
Train the Trainer
Workplace Diversity
Workshop Facilitator