



Elite Training & Consultancy Services

Public Training Courses

Minute Taking

Date: 30th Sept 09 – 1 Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast.

Cost: £150 per person + VAT



The skill of taking and drafting well constructed minutes of meetings and their purpose as a public record is vastly under-rated. All too often, the minute

taker has been given no instruction or guidance on how to lay out the minutes, how to articulate and summarise threads of conversation as well as action points and this is sadly reflected in the poor quality of many minutes. This course will provide the delegates with clear advice, raising confidence levels and the skill level of the minute taker to complete this most important task to an exceptionally high standard.

Communication Skills for Managers

Date: 7th Oct 09 – 1 Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast

Cost: £150 per person + VAT



As Managers are under continual scrutiny by their staff and others, it is vital they understand how to adapt their communication style to suit the situation,

how their personality impacts their natural communication style and how this may be interpreted by others. This course has been specifically designed to mimic different management situations, such as communicating with staff members who are underperforming, chairing meetings, motivating staff to embrace change, briefing senior managers etc. Delegates will be provided with a series of communication principles and techniques to use for different management situations. Skills practice and feedback will feature heavily.

Effective Report Writing

Date: 21st Oct 09 -1 Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast

Cost: £150 per person + VAT



Whilst creative writing is a gift bestowed on few, everyone can be good at report writing, provided they follow a number of clearly defined report writing principles. Understanding how to

structure a report properly, include the correct material under different headings and articulate messages clearly and concisely, will dramatically improve the quality of your reports. This course has been specifically designed to guide the report writer, through the stages of report writing. Skills practice with feedback will feature heavily.

Elite's promises to you:

- We promise that our training courses, **will deliver more than 50% more learning than other training providers** by not including time filling exercises with very tenuous links to the subject matter
- We also, guarantee that we can **deliver the same learning outcomes as other training providers, in a shorter timeframe**, thereby reducing both the amount of time away from the office and the cost to your organisation
- Unlike large conference style training events, **we promise smaller class sizes (no more than 15 delegates), to allow more time for skills practice using realistic business settings** with individual feedback from the trainer
- Finally, **the cost of attending public training events, with Elite, is approximately 50% less than other training providers** including public sector frameworks

10% Discount on all public courses booked 4 weeks in advance. A minimum of 4 delegates is required before a public course will run. Closed courses, delivered at a client site, can also be arranged. Closed courses may prove more cost effective for organisations requiring 4 or more individuals to be trained. A quotation for a closed course can be provided on request.

For further information, or to book a course, please contact E: Events@elitetraining.com or T: 028 9031 6840
Elite Training & Consultancy Services Ltd, Thomas House, 14-16 James Street South, Belfast, BT2 7GA



Elite Training & Consultancy Services

Public Training Courses

Understanding your management role in supporting PRINCE2® Projects

Date: 25th Nov 09 – Half Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast

Cost: £95 per person + VAT



This course has been specifically designed to inform Project Executives, held accountable for the success of projects within their domain, of their full roles and responsibilities and how they can support their PRINCE2

Project Managers. The course will also summarise key terminology used by PRINCE2 Project Managers and the structure of a PRINCE2 project life cycle. It will also contextualise projects in a programme setting, defining "Blue Prints" for Change, Gateway Reviews, the role of the Senior Responsible Officer etc.

Incorporating PRINCE2 Terminology into your Tender Responses

Date: TBC – Half Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast

Cost: £95 per person + VAT



Win the tender.
Win the race.

As the PRINCE2 methodology expands rapidly in its use, more and more buyers are purchasing the services of companies, who have an

understanding of the methodology. This does NOT mean, however, that suppliers need to have all their managers and sales people, PRINCE2 certified, rather, a basic understanding is all that is required in addition to being able to incorporate some of the terminology and processes into your tender responses. This short workshop will outline examples of how the PRINCE2 terminology can be included in tender responses to improve the quality and impact of your responses thereby, increasing your success rate.

Effective Selling

Date: TBC – 1 Day*

Venue: Holiday Inn, Ormeau Avenue, Belfast

Cost: £150 per person + VAT



Believe it or not, having the “gift of the gab” isn’t the most important factor in being a great sales person. You also need to

have a well defined value proposition, extensive product knowledge and be incredibly disciplined with managing your time. This course has been specifically structured, to dissect each of the stages of the selling process, critically evaluate, delegates’ approach to each of these stages and provide performance feedback in a safe environment to assist future improvement.

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