

Business Learning Solutions

“Better Learning for Business.”



Business Brochure

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INTRODUCTION

Business Learning Solutions (BLS) is committed to offering quality and value to our customers. Between us we have over 30 years teaching and coaching experience.

Our focus on personal development has enabled us to adapt a world-class training programme to meet individual needs and enhance your performance.

That is why we have been successful in delivering training to people with diverse experience and capabilities from CEO's to Sales Advisors.

Our mission statement "***Better Learning for Business***" is about using the art of teaching to train people and get the best out of them, giving them the skills to perform better in the work place. This is achieved through involving course materials, skillful questioning and interactive role-play.

We believe that all of us need to continuously improve our skills by listening, learning, sharing and applying our knowledge. In this way we can cultivate qualities that will help us in our personal and secular lives.



COURSES

Please find listed below, the course titles that we deliver.

COURSE TITLE:	REF. No:	BRIEF DESCRIPTION:
Communicating Clearly	BLS01	Learn how to convey your message confidently by improving your skills in every form of communication.
Managing Time	BLS02	Create space in your day by identifying time-wasting traps and planning your time realistically and effectively.
Making Decisions	BLS03	Improve your managerial technique by discovering how to make productive, informed decisions.
Delegating Successfully	BLS04	Free your time, establish trust, and develop staff relationships by learning delegating techniques.
Motivating People	BLS05	Bring out the best in people by encouraging individual initiatives and rewarding achievement.
Managing Teams	BLS06	Maximize team standards by building up an outstanding team, releasing creativity, and achieving targets.
Managing Meetings	BLS07	Make meetings work for you by planning carefully, understanding procedure, and concluding successfully.
Presenting Successfully	BLS08	Improve your presentation skills by learning how to prepare fully, speak with confidence and handle an audience.
Negotiating Successfully	BLS09	Learn effective negotiation by discovering how to start strongly, establish common ground, and close a deal.
Interviewing People	BLS10	Find the best person for the job by learning to control an interview, read body language, and analyze information.
Managing Change	BLS11	Discover how to adapt to new situations by anticipating and planning for change, and understanding its effects.
Minimizing Stress	BLS12	Improve stressful ways of working by learning how to prioritize, delegate, and reorganize your work.
Getting Organized	BLS13	Achieve objectives and meet deadlines through effective prioritizing and rapid decision-making.
Writing Effectively	BLS14	Get your message across clearly and succinctly by choosing the right approach in e-mails, letters and reports.
Thinking Creatively	BLS15	Improve your performance through creative thinking, and encourage and facilitate creativity in others.
Influencing People	BLS16	Learn how to influence colleagues by managing yourself and working towards mutual goals.



COURSES Cont.

Please find listed below, the course titles that we deliver.

COURSE TITLE:	REF. No:	BRIEF DESCRIPTION:
Developing NLP Skills	BLS17	Excel in your working relationships by mastering the techniques in Neuro-Linguistic Programming.
Dealing with Difficult People	BLS18	Create positive outcomes by understanding problem relationships and analyzing your options for action.
Appraising Staff	BLS19	Enhance staff performance by learning to prepare, manage and follow up appraisal interviews.
Managing Public Relations	BLS20	Generate and manage publicity for your company, from writing press releases to organizing PR events.
Putting Customers First	BLS21	Win loyal customers and guarantee your competitive advantage by building relationships and meeting client's needs.
Managing Globally	BLS22	Learn how to build and manage international relationships and overcome cultural and linguistic barriers.
Balancing Work and Life	BLS23	Achieve a more rewarding and successful lifestyle by skillfully managing the demands of work and home.
Managing Your Career	BLS24	Manage your path to success by identifying career goals, gaining recognition and building the right image and reputation.

To learn about any of the courses in greater detail, please refer to our web site at: www.blsinfo.net and click on the individual title.



TOP TEN

Below is the list of our ten most popular courses.

COURSE TITLE:	REF. No:	BRIEF DESCRIPTION:
1. Communicating Clearly	BLS01	Learn how to convey your message confidently by improving your skills in every form of communication.
2. Motivating People	BLS05	Bring out the best in people by encouraging individual initiatives and rewarding achievement.
3. Managing Teams	BLS06	Maximize team standards by building up an outstanding team, releasing creativity, and achieving targets.
4. Presenting Successfully	BLS08	Improve your presentation skills by learning how to prepare fully, speak with confidence and handle an audience.
5. Negotiating Successfully	BLS09	Learn effective negotiation by discovering how to start strongly, establish common ground, and close a deal.
6. Managing Change	BLS11	Discover how to adapt to new situations by anticipating and planning for change, and understanding its effects.
7. Minimizing Stress	BLS12	Improve stressful ways of working by learning how to prioritize, delegate, and reorganize your work.
8. Thinking Creatively	BLS15	Improve your performance through creative thinking, and encourage and facilitate creativity in others.
9. Appraising Staff	BLS19	Enhance staff performance by learning to prepare, manage and follow up appraisal interviews.
10. Balancing Work and Life	BLS23	Achieve a more rewarding and successful lifestyle by skillfully managing the demands of work and home.

To learn about any of the courses in greater detail, please refer to our web site at: www.blsinfo.net and click on the individual title.



COACHING

What is it?

Coaching is an integrated set of actions, aimed at boosting the performance of an individual or team.

Our coaching program includes:

- Free ½ hour first session*
- A context of trust and understanding
- Use of 'ask', not only 'tell'
- Agreement on goals
- Optimizing opportunities to perform
- Ongoing, ad hoc, feedback
- Periodically, coaching sessions of greater depth
- Recognition by the line manager of the obligation to coach, and the incentives to do so.

*Subject to contract.

Deliver In-depth Sessions

Periodically the coach and coachee will decide to complement ad hoc feedback with a 30-60 minute coaching 'session'.

To ensure a relevant focus and clear outcomes, effective coaches typically use a four-step agenda that covers Goals, Reality, Options, and Wrap-up (GROW).

In order to find out how these independent sessions can help you to optimize personal Performance, please contact us for further details.



CONTACT US

To find out more about the services we offer, and how Business Learning Solutions can add value to your business, or to make an appointment, please contact us using any of the following:

Tel: 0870 286 3682

Fax: 0870 286 3685

E-mail: enquiries@blsinfo.net

We look forward to hearing from you shortly.