



the progressive business group

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## Training & development

Our unique team of HR professionals and employment specialists allows us to also offer a wide range of training courses, which can be delivered to your staff at your work-place, or at our offices.

Our methods can be on-the job training, bespoke/tailored programmes for individuals and groups, providing resources for team development days or development of open learning programmes.

You only pay for the costs of delivery and our charge out rates are £100 per hour – all preparation work is free of charge - and full day or bite-sized workshops can be provided. The maximum number in any group is six. Whilst our regular programme of training is broad, a taster of the most popular topics is detailed below:

### Management and supervision

- How to be an effective leader
- Managing for results
- Communicating for impact
- Delegation
- Personal effectiveness
- Recruitment and selection
- Dealing with difficult people
- Induction programmes
- The effective manager
- Stress management

### Performance Management

- Managing performance
- Reviewing performance
- Managing disciplinary and grievances
- Absence management
- Data protection
- Coaching

### Other Areas

- Equal opportunities & diversity
- Successful marketing
- Managing a successful office
- Works councils
- Employment law
- Life balance

This is just a sample of our extensive programme; please contact us for the complete list.

OTHER FACT SHEETS IN HR MANAGEMENT SERIES ARE DETAILED BELOW  
PLEASE FEEL FREE TO DOWNLOAD

- Recruitment & selection
- HR policies & procedures
- Coaching
- Employment law advice packages