

Management

Cross-Cultural Management
Managing Organizational Change
The New Labour Law and You
Shifting Paradigms of Modern Day Management
Effective Administration of the New Pensions
Act for Employers and Employees

Logistics & Warehouse Management

Logistics & Transport Management
Effective Warehouse & Inventory Management

Industrial and Organizational Management

Effective Cost Cutting and Improving Productivity
Performance Management Systems for Improving Service Delivery

Time Management

Effective Time Budgeting

Consultancy

Employee Commitment & Loyalty Survey

Stress Management

Stress Management Clinic
Managing Stress in the Workplace

Conflict & Safety Management

Conflict Management in the Workplace
Effective Safety Practices in the Workplace
Managing Occupational Health & Safety

Leadership & Supervision

Assertive Skills for Managers
High Impact Leadership
Challenges of Leadership

Communication and Writing Skills

New Techniques for Result-Oriented Communication
Business Writing That Gets Results
Developing Powerful Presentation Skills
Writing Winning Proposals and Reports
Negotiation Skills at the Workplace

Business Development

The Business Plan – Your Blueprint for Success
Professional Project Management

Professional Development

Leading and Managing during Change
Practical Problem Solving Techniques
How to Achieve Personal Excellence
Developing Powerful Presentation Skills
Train the Trainer Workshops
Emotional Intelligence

Customer Service

Achieving the Competitive Edge through Customer Service
Defusing Difficult and Demanding Customers
How to be an Outstanding Frontline Person
Meeting Customer Service Challenges in the Public Sector
"If it weren't for our Customers" - Customer Service in a Banking Environment

Hospitality

Delivering Quality Customer Service in the Hospitality Industry
Effective Housekeeping
Introduction to Food & Beverage Service Skills
Maintaining Efficient Sanitation, Safety and Hygiene in the Hospitality Industry
Effective Stock Control in the Hospitality Industry

Office Administration

Management Skills for Executive Secretaries & Administrative Assistants
Professional Telephone Skills
The New Role of the Professional Assistant
Managing Records in a Business Environment

Human Resources

Cultural Diversity in the Workplace
Employment Law for HR Professionals
Induction and Orientation
Human Resource Management & Development
Human Resources Training: HR for the Non-HR Manager

Finance

Practical Financial Skills for Non-Financial Professionals
Effective Fraud Prevention Techniques
Fraud Risk Management
Basic Telling & Cashiering
IFRS

Team Building

Managing your Workforce
Coaching Skills for Managers
Understanding Delegation and Motivation
Essential Skills in Building a Winning Team
Achieving Peak Performance through Team Building and Motivation
Effective Team Management

L'AINÉ SERVICES LIMITED TRAINING TOPICS FOR 2014

Off-the-shelf seminar topics that could be selected and redesigned to suit your organizational requirements

Interviewing Skills

Matching the Right Person with the Right Job – Selection Skills for Managers
Hiring for Success: Competency-Based Behavioural Interview Techniques
How to be a Successful Interviewer

The World of Sales & Marketing

Fundamental Selling Skills & Techniques
Developing Effective Marketing Strategies
Leadership Skills for Sales Managers
Branding for Success
Mastering the Art of Selling
Effective Negotiation and Bargaining Skills

Investment

Investing for the Future
How to Make your Money Work for You
Financial Planning & Investment Opportunities in Ghana
Preparing for Retirement

Fees for our in-house training seminars are negotiable based on the number of participants and duration of training.

Some of the benefits of our in-house events include:

- Optional free diagnostics: we would be glad to be invited for a free diagnostics to determine the specific needs of your organization before training is undertaken
- Cost effective: save up on training costs
- Time efficient: flexible timing and locations to suit your needs
- Tailored to your needs: you can provide input into the content in accordance to your unique situation and training needs
- Privacy: you can discuss organizational challenges in confidence
- One day options available
- Proven and highly experienced trainers ensure the best possible ROI on your training investment

Contact

For further enquiries, please contact Richard /Ato on
Tel: 0302 -717039/716986/3/239247
Cel: 0501– 286660/0207 -770437
Fax: 0302-717038