



nationaltrainingsolutions.ie
train to succeed

National Training Solutions

Corporate Training

National Training Solutions

Whistlemount, Kells Road, Navan, Co. Meath

Tel: 046 9022535 Email: info@nationaltrainingsolutions.ie

www.nationaltrainingsolutions.ie



<i>Course</i>	<i>Accreditation</i>	<i>Duration</i>
HUMAN RESOURCE DEVELOPMENT PROGRAMMES		
Train the Trainer	NTS	2 Days
Interviewing Skills & Selecting Staff	NTS	1 Day
Contract/Employment Law	NTS	1 Day
Grievance Complaint Handling	NTS	1 Day
Bullying & Harassment Awareness	NTS	1 Day
Dignity at Work	NTS	1 Day
Accident Investigation	NTS	1 Day
VDU/Ergonomic Assessment/Instructor	NTS	1 Day
Appraisal Techniques	NTS	1 Day
Attendance Management	NTS	1 Day
Internet Usage-Monitoring & Restrictions	NTS	1 Day
MANAGEMENT & LEADERSHIP DEVELOPMENT PROGRAMMES		
Time Management	NTS	1 Day
Staff Development & Team Building	NTS	1 Day
Project Management	NTS	1 Day
Leadership & Supervisory Management	NTS	1 Day
Presentation Skills	NTS	1 Day
Performance Management	NTS	1 Day
Effective Public Speaking	NTS	1 Day
Communication Skills	NTS	1 Day
Audio Transcription	City & Guilds/NTS	6 Days
CUSTOMER CARE & SALES PROGRAMMES		
Customer Service	City & Guilds/ NTS	1 Day
Loyalty Building	NTS	1 Day
Client Development/Relationship	NTS	1 Day
Complaint Handling	NTS	1 Day
Sales	NTS	1 Day
Cross Selling & Upselling	NTS	1 Day
Cold Calling & Professional Telephone Skills	NTS	1 Day
Making the most of your contacts	NTS	1 Day
Principles of Social Media in Business Marketing	City & Guilds	1 Day
BUSINESS FINANCE PROGRAMMES		
Business Finance	City & Guilds	15 Days
Finance for Non Financial Managers	NTS	2-3 Days
Payroll & Accounts	NTS	5 Days
ROS (Revenue Online Service)	NTS	1 Day
Credit Control	NTS	1 Day
IT SKILLS		
Excel, Outlook & Word	City & Guilds/ NTS	4 Days
PowerPoint	City & Guilds/ NTS	1 Days
Access	City & Guilds/ NTS	2 Days
Optimising Content for the Web	City & Guilds	2 Days
SEO & Social Media- Facebook, Twitter	NTS	2 Days
CAD - Computer Aided Design	NTS	6-10 Days
SUPPLY CHAIN & ENVIRONMENTAL PROGRAMMES		
Warehouse	NTS	1 Day
Purchasing	NTS	1 Day
Stock Control	NTS	1 Day
Waste Management/Plans (Ex Chemical)	NTS	1 Day
Environmental Legislation	NTS	1 Day

Other Services from

National Training Solutions

Corporate Training

National Training Solutions offers Corporate Training to clients; ensuring managers and employees are skilled in contributing to organisational objectives and business growth. We provide a professional service to a broad range of industry sectors nationwide with training delivered to individuals on a one to one basis or to groups of employees and or managers from similar or different departments. ***Our Corporate Training services are designed, quoted for and delivered directly in response to a clients' specific individual needs.***

We can deliver pre accredited standard training content or customise our training programmes to meet your needs. Our friendly and dedicated Training Support Team are ready to offer advice and guidance on training courses and we have a register of highly qualified and experienced tutors affiliated with our training centre. Our Training Support Team will discuss your requirements in terms of flexible delivery either at your preferred location nationwide or at our purpose built Training Facility.

♦ Free Training Needs Analysis

We offer a Free initial Training Needs Analysis to our clients. No costs involved and no obligation to do the training.

We feel that to get the most from your training, it is important to know where and how the skills requested are used. This will enable us to make recommendations based on the information received in line with the ambitions of the company.

We can meet with the managers and staff involved, establish the areas that need attention and provide the necessary skills required. Call us today to schedule our visit to you!

♦ Individual / Group Coaching

We offer Individual and Group coaching specific to your requirements. This coaching would involve on-going mentoring to individuals or small groups in areas that you feel need to be developed. If you would like to improve your Job Confidence or need help in reaching that Target, then perhaps coaching is just what you or your team needs.

♦ Public Training Courses / Scheduled Work Shops.

Our courses are also for people looking to get back into the workforce and are run on a weekly basis, ranging from a 1/2day to 10 days training dependant on topic and accreditation. So if you would like to improve or expand your skillset in your own time, we are here to provide training in specific areas of interest.

Please keep an eye on our webpage www.nationaltrainingsolutions.ie for upcoming courses, or speak with us today.

We provide consultancy, mentoring, coaching and training to all industry types at all employment levels from SME's to Multinational Corporations. We continuously strive to update our knowledge and understanding of the business challenges that face our clients so that we can better respond to their training needs. Call us on 046 9022535 or email info@nationaltrainingsolutions.ie for more information

Train to Succeed with National Training Solutions Corporate Training

Safety Training & Consultancy

National Training Solutions is also a leading provider of Health and Safety Training and Consultancy services in Ireland. Services include Safety Statements, Method Statements, Risk Assessments, Site Audits, Workplace Safety Audits, Safety Training Co Ordination, Waste Management minimisation planning and much more.

Our Health & Safety Training services are provided by highly qualified, competent and safety conscious professionals with a Support Team who are available at all times to take your query and discuss your requirements with you. Responses to queries are delivered promptly and we guarantee a value for money proposition on all services where safety is a priority.



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Company Profile

National Training Solutions was established in 2008. We are a training company specialising in professional development training including safety in the workplace. Our friendly and dedicated Training Support Team are ready to offer advice and guidance on training courses and we have a register of highly qualified and experienced tutors affiliated with our training centre.

We are committed to delivering the highest quality services to our learners and to ensuring continuous improvement in the standards of training that we provide. We put the learner at the centre of everything we do. We provide Training Courses that are accredited by City & Guilds and FÁS – see individual courses details for accreditation information. We are also committed to mentoring and listening to our tutors and to ensuring our continuous support in their delivery of training to learners. We respect the talent and knowledge of our tutors and harness their expertise in training design and delivery. National Training Solutions courses are delivered by a highly qualified, experienced and supportive tutors who are flexible in the delivery of training to suit the needs of learner's.

Courses with National Training Solutions are delivered in an enthusiastic, highly professional and entertaining manner, ensuring that learners not only achieve their preferred skills but enjoy themselves in the process.

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