

All PTP's 200+ courses have scheduled dates in our main venues: London, Bristol, Birmingham, Nottingham, Leeds, Manchester and Edinburgh & 40 Other UK locations.



MANAGEMENT TRAINING	No. of Courses	Bestsellers	½ day option	1-day option	2-day option
Leadership Skills	7	Leadership & Management Skills – 1 day The Roles & Responsibilities of a Director – 1 day	✓	✓	
Management & People Skills	32	Essential Management Skills – 2 days People Management – 1 day	✓	✓	✓
Introductory Skills	6	Introduction to Management & Supervisory Skills – 1 day Introduction to Facilitation Skills – 1 day	✓	✓	
Project Management	8	Practical Project Management – 2 days Project Management – 1 day	✓	✓	✓
Sales Management	3	Sales Management – 1-day Managing High Performance Teams – ½ day	✓	✓	✓
Time Management	5	Time Management – 1 day Managing Effective Meetings – 1 day	✓	✓	✓
Appraisals and Interviewing Skills	6	Performance Appraisals Masterclass – ½ day Performance Review Skills – 1 day	✓	✓	
Coaching and Train the Trainer Skills	8	Coaching Skills – 1 day Train the Trainer – 1 & 2 days	✓	✓	✓
Miscellaneous	25	Managing Remote Teams – 1 day Risk Management – 1 day	✓	✓	✓
CUSTOMER CARE TRAINING	No. of Courses	Bestsellers	½ day option	1-day option	2-day option
Telephone	4	Masterclass in Handling Incoming Telephone Calls – ½ day Excellent Customer Care – Incoming Calls – 1 day	✓	✓	
General	12	Outstanding Customer Service Skills – 1 day Dealing with Difficult People – 1 day	✓	✓	
Sector Specific	3	Advanced Customer Care for the Public Sector – 1 day Customer Excellence for Finance Staff – 1 day		✓	
SALES TRAINING	No. of Courses	Bestsellers	½ day option	1-day option	2-day option
General	20	Advanced Selling Skills – 2 days Key Selling Skills – 1 day		✓	✓
Presentation & Face To Face	9	Winning More Business in The Final Meeting 2-days Successful Sales Presentations – 1 day		✓	✓
Telephone	11	Generating New Business By Telephone – 1 day How to be Great at Cold Calling – ½ day	✓	✓	
Negotiation & Closing Skills	7	Winning Ways to Close a Deal – ½ day Negotiation Skills – 1 day	✓	✓	
Marketing Skills	6	Marketing Skills Masterclass – ½ day Essential Marketing Skills – 1 day	✓	✓	
Sales Writing Skills	2	Writing Effective Sales Letters – 1 day		✓	
FINANCE TRAINING	No. of Courses	Bestsellers	½ day option	1-day option	2-day option
Basic	4	Business Friendly Finance – ½ day Finance for Non-Finance Managers – 1 day	✓	✓	
Budgeting & Cost Control	4	Credit Control – 1 day Managing Budgets – 1 day		✓	
Miscellaneous	4	Introduction to Buying – 1 day Winning the Budget You Need - 1 day		✓	
PERSONAL DEVELOPMENT	No. of Courses	Bestsellers	½ day option	1-day option	2-day option
Communication Skills	10	Communicating Effectively – ½ day Communication Skills – 1 day	✓	✓	
Influencing & Assertiveness	4	Influencing Skills – 1 day		✓	
Writing Skills	4	Write to the Top! – Professional Report Writing Skills – 1 day Professional Writing Skills – 1 day		✓	
Stress Management	5	Stress Management – 1 day Stress Busters – ½ day	✓	✓	
Miscellaneous	10	How to Learn Anything Quicker – 1 day		✓	

For more information on all PTP courses please call 01509 889632 or visit www.ptp.co.uk