

training courses in



- Management
- Communication
- Administration
- Personal effectiveness
- Writing



the-centre
building skills
and confidence

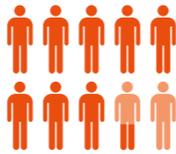
Designing and delivering performance training for enhancing 20 years

The Centre has been developing and delivering affordable and effective training to organisations for over 20 years. We run courses through our Open Programme at our offices on Old Street (central London) or we can deliver courses at your venue.

Our range of one and two-day courses provide your staff with the skills and confidence they need to do their jobs effectively. You can choose from one of our standard courses or we can work with your organisation to develop a tailored course which targets the needs of your learners. We specialise in:

- **Management courses**
- **Communication courses**
- **Administration courses**
- **Writing courses**
- **Personal effectiveness courses**

We have experience working across all sectors including private, public, voluntary and education.



84%

of the Centre's clients say that their performance at work has improved as a result of their training with the Centre.

"The Centre is a warm and friendly place: from the welcoming reception team to the knowledgeable and challenging facilitators. I would recommend them to anyone seeking guidance to work more effectively and creatively, whatever their role at work." BA, CHANGING FACES



Our training provides the **tools and expertise** for individuals and teams to **maximise their potential** at work.

“Everything was just perfect from start to finish at the Centre. The course was hugely appropriate and our trainer was excellent. I wanted to regain my confidence – I now feel really upbeat and positive.”

GG, NATIONAL COUNCIL FOR VOLUNTARY ORGANISATIONS

Training



From our popular one-day minute-taking course to a bespoke management development programme, our team of training co-ordinators are here to help you select the most appropriate training to meet your needs.

Choose from over 100 standard training courses, with the option to create tailored courses specifically for your organisation.

Our courses are delivered through our Open Programme, in central London, or can be delivered in-company, at your venue.

courses



stretching, motivating and tailored to the individual learner.

“This was a fantastic training course. I learnt a huge amount, all of which I will be able to use in my job. The trainer was excellent – a great teacher and communicator, and the Centre was brilliant – I loved the ice creams! Definitely 10/10.”
MM, UK SUPREME COURT

Sharing ideas with people from other industries gives learners a **refreshing new perspective** and insight into the subject.

Open Programme

All too often, juggling a heavy workload and other priorities can overtake personal development. But at the Centre, you have the time to learn and reflect without interruption. People learn best in a comfortable environment, so we've created a space where all learners feel welcomed and relaxed.

Also, we recognise that no one wants to feel like they're going back to school. So we only work with small groups and recognise that each individual has their own learning style.

we run courses throughout the year at our **training suite in central London.**



We can deliver one of our **standard** courses, or one that's **tailor-made** for you, anywhere in the **UK or internationally**.



People's time is precious. By delivering training at your venue, you will not only save time but you will also save money.

Our tailored approach can use your competencies, behaviours, style guides and strategic plans to make sure courses are targeted to your learners. Your learners will also know that our trainer has a proper understanding of your organisation's unique culture and challenges.

In-company

if you have **four or more delegates** that require training, our in-company training becomes the cheapest option.

"This course was a perfect opportunity for me to share with experienced staff from other departments. The learning environment made me feel safe to share and that my opinions and views were relevant."
SC, THE FOOTBALL ASSOCIATION

“The Centre has proven to be not just a supplier, but a true partner. They take the time to listen and understand our business challenges and our people. They are welcoming, warm and at great pains to make our working relationship as easy as possible.”

SS, FINANCIAL SERVICES
COMPENSATION SCHEME

Bank your training **budget** with us and use it across all of the services we provide, all at **preferential** rates.

Learning Partnerships

We recognise that planning, budgeting, scheduling and evaluating your organisation's learning activities can be difficult. That's why we developed our Learning Partnerships.

We can work with you to provide dedicated, personalised and flexible support for your training programmes. You'll also get free L&D advice, from designing your training needs analysis, to evaluating the long-term impact of your learning programmes.

helping you make the most of your **Learning and Development** budget.



Bite-size Workshops

Our workshops are **powerful, motivational and dynamic** - providing delegates with skills they can use straight away.

Our Bite-size Workshops are designed for up to 25 delegates and last for 90 minutes. You can choose from a selection of standard topics or we can create a bespoke workshop for you.

We can run up to three workshops a day so a variety of topics can be covered in a short space of time. That way you get the exact skills you need for your workforce. Plus, the more workshops you book the more cost-effective they are.



90 minute training seminars
focused on one specific topic.

"The course was well prepared, engaging and facilitated by an extremely knowledgeable trainer. It was an excellent bite-size session, full of bits of knowledge and techniques I can take back to my role." **KJ, SHOOTING STAR CHASE**

Interactive, challenging and effective training.

At the Centre, we're passionate about learning and development. We only work with skilled and inspiring trainers with at least five years' experience in the subject they're delivering. Plus we continually update our course materials, ensuring our constantly evolving learners' needs are met.

But we understand it takes more than this to truly deliver effective training. That's why we also offer:

- free 12 month call back service
- ILM and CPD endorsed and certificated courses
- published books
- discounts for charities and not-for-profit organisations
- training in small groups so every individual gets one-to-one attention
- inclusive and fun learning environment, from hearing loops to vegan sweets

It's these 'extras' that enhance and enrich the learning experience for our delegates.

the-Centre

Let's talk

If you'd like to discuss your training needs, which course is right for you or what delivery option is most cost-effective for your organisation, then get in touch. Our team of experts are always more than happy to help!

t 020 7490 3030

e info@the-centre.co.uk

w www.the-centre.co.uk

our learners come away with **practical tools**
and **skills** they can apply **straight away.**



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and **confidence**

The Centre

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“The Centre has been the most welcoming, amazing, friendly, easy to understand, interactive and efficient organisation I have been to for training. Thank you so much!”

LT, TALBOT UNDERWRITING LTD