



www.thetrainingtree.org



THE TRAINING TREE

STRUCTURED TO HELP PROFESSIONALS ACCELERATE AND STRENGTHEN THEIR CAREER



WELCOME

WE ARE THE BEST IN THE BUSINESS

BEST TRAINING

Our team of world class highly skilled and experienced training consultants work with many successful global blue chip companies and have proven experience in management, sales, finance & HR

BEST HOSPITALITY

We encourage delegates to enjoy the city and are proud of our all-inclusive hospitality package which ensures each delegate has a comfortable & pleasant experience throughout their course.

BEST STRUCTURE

We provide modern, specialised, individually tailored professional solutions for your company & delegate, incorporating all aspects of training & development.



OVER **25 YEARS**
OF TRAINING
EXPERIENCE



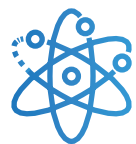
HELP YOU MOVE
UP THE CAREER
LADDER AND
PROSPER



HIGHLY SKILLED
TRAINERS,
BUSINESS
EXPERTS AND
COACHES



SPECIFICALLY
ENGINEERED
PROGRAMMES
TO PUT THEORY
INTO CONTEXT



HIGHLY
PRODUCTIVE
SHORT BUSINESS
COURSES

AN INTRODUCTION

The Training Tree offer a variety of highly productive business courses that gives you or your staff member an excellent opportunity to further enhance their knowledge base, and increase productivity within the organization.

The Training Tree courses have been proven to increase productivity, improve interpersonal communication, leadership, finance, problem solving and decision making skills.

We are structured to help professionals from around the world to learn and practice the necessary skills to prosper in their careers. Delegates return to their workplace with new skills that help them tackle challenges well and make them perform at a higher level.



HIGH QUALITY
TRAINING TO
**INCREASE YOUR
KNOWLEDGE IN
YOUR FIELD**



**ENGLISH
AND ARABIC**
TRAINING AND
CUSTOMER
SERVICE OPTIONS



UNIQUELY
STRUCTURED
TRAINING COURSES
TO **ACCESS ACADEMIC
RESOURCES AND
LITERATURE**



**VALUE
FOR MONEY**



**COLLABORATIVE
LEARNING
OPPORTUNITIES**

OUR HOSPITALITY

We at The Training Tree encourage all of our delegates to venture out in the city and make the most of their free time! Most training providers do not believe in this however we at The Training Tree pride ourselves on combining top academic in class training with the best hospitality services that ensure your entire trip is the best experience for you!

The cities where our trainings are conducted have an abundance of sights and attractions to offer. We provide complementary services in class and outside the classroom so you have the greatest experience.



FREE DAILY TAXI SERVICE



We have partnered with a leading London taxi company which allows us to offer each delegate private transfers to any destination within London upon request. It's like having your own private driver throughout your stay!

FREE ATTRACTIONS



We offer visitors to London access to some of the most iconic and exciting tourist attractions in the world. We encourage you to see as much of London as you can and so we will be offering two complimentary tickets to a tourist attraction of your choice.

FREE EXECUTIVE AIRPORT TRANSFER



We are happy to offer free luxurious and professional taxi transfers to and from all UK airports for both individuals and groups.

Let us know your arrival and departure details and we will take care of the rest.

FREE RIVER CRUISE



We encourage you to see the most that you can in London. Spend an afternoon discovering the magic of the city on the river Thames boat tour and enjoy the famous sites the city has to offer.

FREE PUBLIC TRANSPORT



We are passionate about London and encourage you to venture out after our class and absorb the history, sites and culture of one of the most popular tourist destinations in the world. We will give a complimentary Oyster Card for the duration of your stay.

FREE 10" TABLET COMPUTER



We offer you a tablet computer which you can keep forever. Use these to view our course slides or look up information inside and outside of the classroom.

FREE MOBILE SIM CARD



We will provide you with a free sim card for your mobile phone with credit provided for making calls.

CUSTOMER **SERVICE REP**



We are proud to offer excellent customer service. We provide a personal point of contact/ representative who will be in constant contact with you throughout the stay and deal with all requests and ensure your course is as comfortable as possible.

FREE LUNCH



It is our main objective to ensure you are fully satisfied throughout the course so we make sure we are fully stocked up with snacks and drinks to keep you going throughout the day as well as a complimentary lunch on us.

COMPANIES WE TAUGHT



Well structured, informative program, good variety of teaching methods used to keep interest up. Excellent trainer, facilitated the session well and made many really interesting and thought provoking points. Really excellent course I would recommend to fellow peers.



I enjoyed the variety of the course e.g. discussions, case studies, presentations, problem solving, videos and tests. A thoroughly enjoyable 5 day course, tailored specifically to my company. I have completed the course focused, enthused and driven to apply the theories learned and apply it to my department.



The Training Tree is quite unlike any other business training service. The energy, passion and creativity that goes into each program is evident. We also loved the hospitality services and opportunity to tour the city. I feel more confident and ready to take on future projects within my organisation.



The trainer was excellent and very knowledgeable in my chosen field. The one-on-one private tuition helped me focus and absorb more of the information being taught. I was given constant feedback throughout the course to ensure I was covering all the topics that I was interested in. The free hospitality services were great and helped me relax after class.

All previous delegates have rated us five stars for training quality, customer service and hospitality offerings



The Training Tree exceeded my expectations. I attended the Business Analysis program to further strengthen my skills in this field and apply the skills I have learned at TTT within my organisation. The entire TTT experience was excellent. My confidence has grown and I am ready to contribute further within my organisation. I would definitely come again.



I found TTT Strategic Management programme extremely informative, structured & well delivered. The trainers and staff we dealt with were professional and very helpful. I felt taken care of throughout my stay both inside and outside of the classroom. I look forward to applying what I learned at TTT to my organisation.



I learned the latest techniques in forecasting, budget analysis and efficient cost analysis. The trainer was able to breakdown relatively complex theories into an understandable format which helped me significantly. I am now extremely confident going back into my company and eager to use the techniques that I had been taught.



The course was very informative; I learned new theories that I was not previously aware of within my field of study. I can now pass on this new knowledge to my colleagues and implement it into my professional career. I rate the course an A+ and one that I would recommend to others whose goal is to learn the latest theories and cutting edge techniques within their chosen field.



FACILITIES MANAGEMENT

**OUR FM PROGRAMS HAVE BEEN
DESIGNED TO HELP YOU BECOME
MORE EFFECTIVE IN YOUR ROLE
AS A FACILITIES MANAGER WITHIN
YOUR ORGANISATION.**

- Explore how to save thousands of dollars in plant maintenance, upkeep and evidence based improvements
- Examine global issues to identify safer, more reliable and sophisticated options for a plant's operations
- Learn the most optimum practices for implementation in certain situations
- Construct and develop facility management strategies for understanding when and when not to contract externally
- Track the latest trends in technology and understand important legal and environmental issues



Facilities Managers have responsibilities in all areas of a business. From improving environmental sustainability and saving money to ensuring health and safety compliance and making the work space more efficient. Our Facilities Management training courses aims to provide delegates with a comprehensive overview of the subject so that those who are new to the role understand more about the duties required and those that already work in this role to gain a deeper understanding that they can apply to their workplace.

Facilities Management has become one of the largest budget expenses for major corporations and thus one of the biggest potential sources for cost saving and profit improvement.

The vast array of business facilities and assets available today such as utility plants, buildings, production plants, power & water distribution networks have become an increasingly expensive and complicated issue albeit more flexible.

Our programs have been designed to teach each delegate the best practices for organising and managing a successful facilities department. The course goal is for our delegates to acquire the ability to control and sustain organisational facilities in an effective and efficient manner by integrating the use of people, function and place.



You will provide the organisation with the skills and instruments to improve facilities in both the long term and short term



You will be able to provide advanced knowledge and insight into the implementation of facilities management



Improves your prospective career opportunities through self-development

A group of business professionals in a modern office hallway. In the foreground, a woman in a light grey suit and blue shirt is walking towards the camera, smiling. Behind her, several other people in business attire are walking in the same direction. The background is slightly blurred, showing office architecture.

LEADERSHIP MANAGEMENT

**DEVELOP THE WINNING
BEHAVIOURS AND LEADERSHIP
SKILLS NECESSARY TO SUPPORT
BUSINESS GROWTH AND
IMPROVE YOUR ORGANISATION**

- Learn the most successful methods of communicating and influencing techniques across different levels of the organizational hierarchy
- Understand the top performance measurement methodologies
- Learn the psychological principles behind change, what motivates your colleagues, how they adapt and manage these processes
- The importance of creating a shared vision for the future
- Organisational infrastructure analysis

If you're confident, ambitious and ready to take on the challenge of building a successful career in Management and Leadership then The Training Tree has great courses to offer you.

The demands of today's manager to provide inspirational leadership, manage change and continually improve on organisation's performance have never been higher.

The Training Tree portfolio of leadership and management courses develop the skills and behaviours necessary to support business growth and create long lasting individual development.

Our courses involve a series of workshops, case studies, role plays and discussion. We explore with you key leadership and management theories in the context of the practical skills required to succeed in today's performance-driven job market.



Enable the organisation
to develop deeper and
more trusting relationships
with its clients



Become more influential,
improve communication
and speed up your decision
making skills



Increased productivity and
efficiency of organisation
through improved
management ability and
nurture a corporate culture
that prompts loyalty and
retention

Our Management & Leadership courses take a broad historical and analytical view of leadership and management in organisations, drawing out conclusions that will be of practical help to managers in the 21st Century. Focusing on the purpose and role of the Leader when motivating and developing a strong, effective team.

Theoretical perspectives on organisation, motivation, teamwork, ethics and personal development will be discussed in this highly interactive programme with suggestions for further reading.

We will cover a variety of the latest cutting-edge approaches that may be used as the role of team leader by some of the top CEOs in the world and encourage testing the principles on each other and integrating some of your own personality into the theory.



CUSTOMER SERVICE AND HOSPITALITY

**INTERACTIVE COURSES
INTRODUCING YOU TO THE
LATEST THEORY & PRACTICE
AROUND CUSTOMER
RELATIONSHIPS AND BUILDING
A SERVICE ORIENTATED TEAM.**

- Build on your management skills and discover how hospitality and tourism businesses are developed
- Learn the most cutting edge and industry leading decision making strategies
- Create productive team relationships and effective communication strategies through improved inter-personal skills and build strong team unity
- World class customer service models analysis of the top global organisations

Our highly interactive training programs enable our delegates to generate ideas to make improvements to the way they work with and respond to their customers and clients. In addition, they will develop their leadership and interpersonal skills, by learning how to make a good first impression, develop and maintain on-going relationships based on trust and high quality communication. Course participants will become better able to handle difficult customers and will learn the importance of team work in customer care and hospitality.

Organisations with a customer-focused outlook believe that the businesses long term successes dependent on the organisations commitment to customer satisfaction.

Customer Focus requires vigilant integration of various factors that when combined will set the organisation apart from its competitors, attract and keep profitable customers as well as motivate staff and increase productivity.



Decrease customer turnover and increase revenue growth as effective work assignment planning leads to completion within timeframe and within budget.



Management performance levels will improve as you learn to motivate your team and increase staff retention.



Communication and interpersonal skillsets improved speeding up work flow processes and productivity.

Hospitality continues to be one of the largest growth industries. Its successful management depends on high quality business skills and the ability to provide consumer satisfaction. Hospitality embraces a wide range of sectors including: business corporations, contract catering, hotels, leisure licensed retail restaurants and welfare catering.

Our programs have been designed to teach delegates the fundamental and advanced principles, practices and skills required that leading organisations employ to deliver world-class customer service and hospitality experiences as well as explain the requirements to build a customer focused culture within a department or organisation.

CONTRACT MANAGEMENT

COMBINE THEORY, CASE STUDIES AND BEST PRACTICE TO HELP IMPROVE YOUR PERFORMANCE, UNDERSTANDING AND MANAGE OPERATIONAL & FINANCIAL RISK EFFECTIVELY.

- Show delegates how contracts are created
- Explain the main clauses that can appear within contracts today
- Advise on other potential alternative contracting strategies and structures
- Ensure that we develop the delegate's skills and provide techniques to manage your contracts properly and carefully



Project managers, contract managers, HR managers and other professionals involved in contract management must be able to work effectively with customers, vendors, partners or employees to achieve key objectives. Due to new regulatory requirements, increase in volume and the complexity of contract management, a strong understanding of the process is crucial and can benefit your organisation immensely.

Contract Management is defined as 'The process of systematically and efficiently managing contract creation, execution and analysis for maximising operational and financial performance and minimising risk' but many organisations are inefficient in contract management, resulting in costly oversights, potential risks and loss of job control.

The Training Tree Contract Management programs combine theory, case studies and best practice to help improve understanding and performance when it comes to managing contracts and ensure you are equipped to manage operational and financial risk effectively.



Possess knowledge on the latest international practices in contract strategy



Employees possess greater understanding and more confidence



Improve your relationships with suppliers and internal business partners

In today's business society, organisations have lost significant sums of funds due to the contractual terms and conditions, which have been created when purchasing equipment, services and goods.

The importance of understanding contractual agreements has considerably increased since most business processes are now governed through a contractual relationship. Delegates must also realise how to obtain the best agreement for your organisation.

Contracts need to be managed very well in order to maximize the benefits and minimize the risks so that your company reaps the benefits of the contracting process.

Our programs have been designed to show delegates how contracts are created, explain the main clauses that can appear within contracts today and advise on other potential alternative contracting strategies and structures. We also ensure that we develop the delegate's skills and provide techniques to manage your contracts properly and carefully.

TECHNICAL MANAGEMENT

LEARN THE LATEST
INTERNATIONAL PRACTICES AND
ENHANCE YOUR TECHNICAL
KNOWLEDGE, ANALYTICAL SKILLS
AND PERSPECTIVE

- Finance, Analytics & Technical is the backbone and essence of a running business.
- The value and benefits created through analytics
- Learn how to use analytics to create a corporate strategy that can be interpreted by management during the decision making processes.
- Improve your corporate analytics and technical skills within the context of your role

The Training Tree Technical programs range from Business Analysis, Risk Management all the way through to more bespoke courses such as Process Engineering or Membrane Management for Saline Water.

Our programs provide you with the advanced necessary skills to execute professional grade financial analysis, business analysis and make excellent financial decisions in a market that is growing increasingly competitive and volatile each day.

Technical programs require specific trainers to conduct the training and we at The Training Tree pride ourselves on having PhD qualified trainers with over 25 years' experience that are able to deliver these intricate programs in a digestible and understandable format which involves case studies, problem solving and solution discussion.

This methodology teaches our delegates how to become more informed with cutting-edge international practices, which can be used to make more informed decisions and gain an improved perspective.

These abilities are what's required by your department or company to maximise revenues while minimising costs, controlling your risk and staying competitive.



Value and benefits created through Analytics include avoidance of cost



Identification of new opportunities, understanding of required capabilities and modelling the organization



Analytics to create a corporate strategy that can be interpreted by management during the decision making processes

LIST OF PROGRAMS

THE PROGRAMS WE OFFER ALONG WITH OUR EXPERIENCED TRAINERS HAVE PROVEN TO BE EXTREMELY EFFECTIVE IN ASSISTING OUR DELEGATES BECOME EVEN BETTER MANAGERS, LEADERS, TEAM PLAYERS AND MOVE UP THE CAREER LADDER WITHIN THEIR ORGANISATION.



MANAGEMENT TRAINING	FEES (GBP)	DURATION (DAYS)
Advanced Presentation Skills	5,000	5
Advanced Risk Management & Assessing Process Risk	5,000	5
Archiving & Record Management	5,000	5
Building Skills For Working In Teams	5,000	5
Business Process Re-engineering	5,000	5
Contract Administration	5,000	5
Contract Management Master Class	5,000	5
Facilities Management	5,000	5
Facilities Management – Advanced	5,000	5
Facilities Management Trends	5,000	5
Inventory, Stock & Warehouse Management	5,000	5
Management: Tools, Techniques & Strategies	5,000	5
Management Skills for Warehouse Supervisor	5,000	5
Mastering Management	5,000	5
Office Administration Management	5,000	5
Outsourcing Management	5,000	5
Power Selling	5,000	5
Priority Management:Enhancing Your Time, Workflow & Productivity	9,000	10
Procurement	5,000	5
Project Management Master Class	5,000	5
Real Estate Management	5,000	5
Real Estate Management	9,000	10
Self Management	5,000	5
Strategic Marketing Management & Sales Techniques	9,000	10
Supply Chain Management	5,000	5
Tourism Management	5,000	5

LEADERSHIP	FEES (GBP)	DURATION (DAYS)
Excellence In Leadership	5,000	5
IT Leadership & Strategy	9,000	10
Leading & Managing Change	5,000	5
Leading People	5,000	5

HRM	FEES (GBP)	DURATION (DAYS)
HR Metrics & Analytics	5,000	5
HRM Basics	5,000	5

MAINTENANCE	FEES (GBP)	DURATION (DAYS)
Alarm Management	5,000	5
Business Continuity	5,000	5
Contract Administration	5,000	5
Contract Management Master Class	5,000	5
Facilities Management	5,000	5
Facilities Management – Advanced	5,000	5
Facilities Management Trends	5,000	5
Inventory, Stock & Warehouse Management	5,000	5
Maintenance Data Collection & Planning	5,000	5
Maintenance Skills & Practice	5,000	5
Management Skills for Warehouse Supervisor	5,000	5
Materials Management	5,000	5
Membrane Technology Management for Saline Water	5,000	5
Outsourcing & Contracting-out (domestic & International)	5,000	5
Outsourcing Management	5,000	5
Process Engineering Calculations	5,000	5
Supply Chain Management	5,000	5

TECHNICAL	FEES (GBP)	DURATION (DAYS)
Advanced Risk Management & Assessing Process Risk	5,000	5
Materials Management	5,000	5
Membrane Management for Saline Water	5,000	5
Process Engineering Calculations	5,000	5



PR & HOSPITALITY	FEES (GBP)	DURATION (DAYS)
Advanced Hospitality	5,000	5
Advanced Public Relations	5,000	5
Customer Focused Management	5,000	5
Customer Service Master Class	5,000	5
Digital Content	5,000	5
Festival Management	5,000	5
Festival Management	9,000	10
Hospitality, Event & Conference Management	5,000	5
Modern pr, re-engineering & restructuring	5,000	5
Office Administration Management	5,000	5
PR campaign management & planning	5,000	5
Tourism Management	9,000	10

FINANCE	FEES (GBP)	DURATION (DAYS)
Budgeting & Cost Control	5,000	5
Business Analysis Master Class	5,000	5
Business Analysis	5,000	5
Focus On Finance	5,000	5

HEALTH SAFETY & SECURITY	FEES (GBP)	DURATION (DAYS)
Advanced Health & Safety	5,000	5
Alarm Management	5,000	5
Managing Health & Safety In The Workplace	5,000	5





Bespoke Courses Tailored Especially for Your Needs

Do you need bespoke training program for your team?

Why not to speak one of our friendly advisers?

Call now on the number below or visit our website to make an enquiry.

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