

Perfect Training Centre



Sales

Category

Description

This one-day interactive workshop will provide you with an understanding of the sales environment and give you basic skills required to meet client challenges.

This two-day interactive workshop focuses on a dynamic sales process that will assist you to develop a more structured sales approach and enable you to quickly develop the skills and techniques that can enhance your sales performance.

Managing accounts is stepping up to a planned approach to lift sales results with existing clients. This two-day workshop will concentrate on the skills to deliver short, medium and long term growth plans to your clients.

This action packed one-day workshop is based around individual sales presentations and focuses on preparation, practice and performance. With ever increasing competition, this course enables you to engage with your audience to support differentiating your company from your competitors and stimulate a more desired reaction from your audience.

Marketing & PR

CategoryMarketing & PR

Description

Master the key concepts and skills of marketing to enhance your knowledge and confidence when taking part in the marketing decision making process.

This course offers a structured approach to developing a marketing strategy starting with the principles of a marketing approach and including the integration of the marketing plan with the company's overall business strategy.

This course will enable you to understand the vital role of digital marketing in business and the way that you can harness this channel to improve your marketing effectiveness.

Understanding what makes a successful brand has become more important for the marketer to know in order to build strong brands and harness the potential of brand loyalty.





Office and Programming Skills

CategoryOffice and Programming Skills

Description

Modules:

Word (Word Style, Page Setup, Formatting, Tables, Table of Contents, Mail Merge, Forms)

Excel (Header Footer, More Functions & Formaulas, Formatting Charts)
PowerPoint (Introduction, Animation, Formatting, Creating a Photo Album)
Access Database (Creating Tables, Relationships, Filtering, Queries,
Form, Reports)

Internet & Email (Skype, Facebook, Twitter, Blog)
Computer Fundamentals (Binary Representations, Cloud Computing,
Operatinf System, Windows 7, Linux, Mac OS)

Human Resource Courses

CategoryHuman Resource Courses

Description

This practical three-day course provides a comprehensive foundation for new trainers in training session design, development and delivery.

This practical and engaging course will ensure the continued development of trainers and learning providers by equipping them with the latest in accelerated learning and brain-friendly techniques to engage and connect with their delegates and increase their skill retention.

This highly practical course provides a step-by step approach to the recruitment and selection process, with tips and techniques to help you to structure interviews, ask the critical questions and present your company in the best possible light.

HR measurement, that's to say proving the effectiveness of the HR function, is at the forefront of any HR professional's agenda. While your HR team is expected to provide insight into human capital management and measuring the value of your workforce, it also needs to provide hard evidence of its own contribution through an effective HR measurement framework.





Customer Service Courses

CategoryCustomer Service Courses

Description

This one-day course equips you with the skills to deliver consistent service excellence at every customer 'touchpoint'. It will also enable you to handle difficult situations and achieve increased customer satisfaction and loyalty.

This practical course will provide you and your organisation with an overview of the best practice skills required to exceed your customers' expectations.

This course explains how to stay calm under pressure, not to over react, and how to remain professional when managing issues.

This course will enable you to understand the root cause of customer complaints, manage customers expectations of you and your organisation and develop relationships that becomes long lasting.

Leadership & Management Courses

CategoryLeadership & Management Courses

Description

An intensive three-day course focusing on all the key tools and techniques required of new managers in today's fast moving business environment.

If you are new to people management this course is the ideal way to gain the skills you require quickly.

This courseThis course covers the essential skills and personal qualities that will produce highly effective leaders. covers the essential skills and personal qualities that will produce highly effective leaders.

Suitable for middle managers who are responsible for the performance of other managers/team leaders and who run a business unit or department.



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