

2024 CHAMBER TRAINING PROGRAMME

JOIN



CHAMBER TRAINING

Business

Administration

- Finance For Business: Beyond The Basics
- Finance Fundamentals for Business
- GDPR Training : Data Protection Essentials for Business
- Time Management & Prioritisation Skills
- Train the Trainer Course: Developing Staff

Communications

- Assertiveness Training: Developing Assertiveness Skills
- Body Language Communication
- Communicate Effectively
- Difficult Conversations: Discussing What Matters Most
- How to Write Press Releases & Gain Media Coverage
- Managing Conflict Effectively
- Powerful Presentation and Pitching Skills
- Powerful Telephone Techniques
- Sending Smarter Business Emails
- Successful Telesales Skills

Health & Wellness

- Leadership Skills: Managing Stress Build & Resilience
- Mental Health Awareness
- Stress Management Skills in The Workplace
- Women's Health in the Workplace

Leadership & Management

- Appraisal Skills
- Change Management
- Dynamic Leadership Skills for Managers
- Inclusive Leadership
- Leadership Training
- Management Training
- Managing Better: Emotional Intelligence for Business
- Managing Personalities: Stars, Steadies, Slackers
- Successful Supervisory Management Skills
- The 3-step process for creative problem-solving

Marketing & Social Media

- Driving sales with Facebook Ads
- Incredible Instagram for Business
- LinkedIn for Business
- Social Media Analytics: Measuring Social Media Performance
- Social Media Training: Creating Great Content
- Specialist Media Training
- The Power of Podcasting
- TikTok for Business
- X for Business

Sales & Customer Service

- Customer lead Generation & Management
- Exceptional Customer Service Skills
- Managing a Customer Service Team
- Powerful Negotiation Skills
- Sales Training: Selling to Different Buyer Types

Software Skills

- Excel Level 1: The Fundamentals
- Excel Level 2: Beyond The Basics
- Excel Level 3: Power Users
- Excel Level 4: Advanced PRO Users
- Microsoft Word Basics
- WordPress Essentials for Business

International Trade

- ATA Carnets – Temporary Exports
- Commodity Codes
- Customs Procedures & Documentation
- Export Documents
- INCOTERMS
- Introduction to Import Procedures
- Introduction to International Trade
- Inward and Outward Processing
- Managing Agents & Distributors
- Planning For Export Growth
- Preference Rules of Origin
- Understanding Exports

