

FAST TRACK SEMINARS



- **No time to release staff for long training sessions?**
- **Want to refresh your knowledge and skills?**
- **Try our Fast Track events**



- Basic health and safety
- Business etiquette
- Customer Service Casebook
- Decision Making Process
- Effective communication process
- Facilitation skills best practice
- Fire awareness refresher
- Generating sales
- Get ready for your appraisal
- Giving and receiving feedback
- Greener Working
- Information Security Casebook
- Introduction to coaching

- Introduction to presentation skills
- Understanding harassment and bullying
- Managers guide to appraisals
- Manual handling refresher
- Problem solving techniques
- Sales objection model
- Selling skills model
- Setting SMART objectives
- Setting ground rules
- Understanding change
- Understanding customer care
- Understanding diversity
- Understanding workplace risk



Suite 2029 Level 2 Beirut Souks
Louis Vuitton Building Allenby Street,
Beirut, Lebanon

Tel +961 1 957530
Fax +961 1 957531

Level 41 Emirates Towers
PO Box 31303
Dubai, UAE

Tel +971 4 313 2854
Fax +971 4 313 2887

www.pragmadoms.com