

2010

Triad One Consult

Human Skills Development

Triad One Consult, is a consulting firm based in Sugar Land Texas USA. We offer training and consulting services with the aim of improving personnel effectiveness and increasing personnel productivity. Our courses address issues in a practical manner both in content and delivery. Our training ensures that our course participants put the knowledge they acquire to immediate use.

[COURSE OFFERINGS]

“Excellence and Productivity”

Personnel Development

In today's working world, the quality of the work force has a direct impact on efficiency and service delivery. The courses offered in this area are designed to equip participants with skills and tools that will improve their effectiveness, increase their quality of life and improve overall productivity.

COURSE TOPICS

- Time Management
- Goal Setting
- Planning
- Mind Utilization
- Prioritization
- The Winning Attitude
- Delegating With Success

WHO SHOULD ATTEND

- Manager's, Supervisors, Office Administrators, Small Business Owners, Private Practitioners
- Sales and Service Managers
- Civil Service Personnel with management or supervisory responsibilities.
- Business and Company Executives

Communications and People Skills

Every successful work environment is built on leveraging the skills of individuals for the greatest benefit of the organization. Team work, an acronym for which is (Together Each Achieves More) is essential for success. For an enterprise to be successful, the component individuals need to have good people skills, understand the rules of relationships, know how to set and enforce boundaries in the work place.

COURSE TOPICS

- Developing effective communication skills
- Developing people skills for life
- Conflict Resolution
- Building Self Esteem
- Teams That Work
- Developing good Relationships

WHO SHOULD ATTEND

- Manager's, Supervisors, Office Administrators, Small Business Owners, Private Practitioners
- Sales and Service Personnel
- Civil Service Personnel with management or supervisory responsibilities.

Business / Client Interface Management

The primary responsibility of any enterprise is to consistently and continuously deliver its promise to the consumers. The success of service delivery determines the success and viability of an enterprise. Operatives of any enterprise should know what that promise is and understand how best to deliver it consistently. This course offering addresses this issue in a creative and practical way

COURSE TOPICS

- Secrets Of Constant and Consistent Service Delivery
- Fundamentals OF Customer Service
- Vendor Relations
- The Sales, Management and Operations functions
- Quality Control

WHO SHOULD ATTEND

- Manager's, Supervisors, Office Administrators, Small Business Owners, Private Practitioners
- Sales and Service Personnel
- Customer Service Personnel, Bank and Financial Institution employees,
- Advertising and Publicity Industry employees.

Essentials Of HR Management

In today's working world, managing any organization, regardless of size, requires knowledge of the rules and regulations of human resource management. This course is ideal for anyone with management responsibilities as well as those new to the HR field. This course will cover the basics of hiring, paying, training, and evaluating employees. Participants will gain a broad view of the professional practices of human resource management.

COURSE TOPICS

- Essentials of HR Management
- Employment Law in the workplace
- Effective Recruiting and employment Techniques
- Basics of Compensation
- Employee Orientation and Training
- Ensuring Quality Performance

WHO SHOULD ATTEND

- HR staff, Specialists in the area of Human Resources who wish to attain a better overall understanding of the field
- Office administrators, small business owners, people responsible for or who oversee the hiring training and evaluating of employees.

Leadership

Leadership is the wind which directs the sail of any enterprise or endeavor. Leaders are not born but they are raised. This course focuses on topics which enable leaders at different levels perform optimally. Leadership is not a title, but a role with accompanying responsibilities and expectation. The leadership course is designed to help enterprise leaders align with the vision of their organizations while optimizing their own potentials.

COURSE TOPICS

- Who is a leader
- Elements of successful Leadership
- SWOT analysis
- PESTLE analysis
- Developing the Personality of a leader
- Machiavellian Theory
- Influence

Public Private Partnership

We offer in house and off location courses that address areas in Public Private Partnership. These courses are offered in association with our training partners. Courses are offered at specific times and venues primarily in the United States Of America.

Additional Information

Triad One Consult currently provides in house training, with a minimum class size of five. Courses may be designed to meet the specific needs of our client.

COSTING AND DISCOUNTS

Course fees will be provided on request.

Discount are offered for clients who choose multiple courses. We also give discounts based on client's class size.

CERTIFICATE OF ACHIEVEMENT

Participants will be given a certificate of achievement for all courses attended.

STUDY MATERIALS

Study material's will be provided to each participant at the end of each course.

CANCELLATIONS

A course may be cancelled due to circumstances beyond our control and all deposits will be refunded.

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