



Courses

- Get Selling
- Get Marketing
- Get Leading
- Get Leading Advanced
- Get HR
- Get Excel
- Get Sage
- Get Working Safely
- Get Managing Safely

About SWA

Recognised in delivering excellent training, Get Into Training courses provide small group high impact learning. SWA works with a wide range of companies from Plc's through to new start up businesses. So why not give us a call today or book online www.getintotraining.co.uk and take your business to the next level?

All courses include: professional trainer, learning centre, refreshments, lunch and delegate pack, courses start at 9.30am unless advised otherwise.

THE GET INTO TRAINING COURSES:

GET SELLING

▶ Win business

Learn the fundamental principles in selling. Our **Get Selling** course is designed for the new sales person or as a refresher course to an experienced one. From how to make a great first impression through to delivering killer closes, this course will make a real difference to your ability to get bottom line results. Learn:-

- How to open doors
- How to understand real needs
- How to close sales

Course fees: only £250 (+VAT)

GET MARKETING

▶ Win and keep the customers you want

Our **Get Marketing** course shows you how to win and keep the customers you want. This exciting course develops people's key marketing skills. Learn:-

- How to create customers
- How to develop customers
- How to keep customers

Course fees: only £250 (+VAT)

GET LEADING*

▶ Lead and manage effectively

Leadership is the art of taking decisions. Our **Get Leading** course shows you how to lead and manage effectively and is suitable for anyone in a responsible role within any business. This course can also be delivered as an accredited* ILM course. Learn:-

- How to lead
- How to set priorities
- How to get results

GET LEADING - ACCREDITED*

Our accredited leadership course is fully accredited by the Institute of Leadership and Management (ILM level 2), which includes registration, assessment and certificate.

* 2 day course

Course fees: only £300 (+VAT). *Get leading accredited (ILM) is only £410 (+VAT) including registration, assessment and certification.

GET LEADING ADVANCED*

▶ Lead and manage even better

Leadership is the art of taking decisions. Our **Get Leading Advanced** course develops people to lead and manage effectively. This three day course combines both essential elements of management and leadership skills. This course can also be delivered as an accredited* ILM course. Learn:-

- The art of leadership
- Set goals
- Achieve results

GET LEADING ADVANCED - ACCREDITED*

Our accredited leadership course is fully accredited by the Institute of Leadership and Management (ILM level 3), includes registration, assessment and certificate.

* 3 day course (+ half day if accredited)

Course fees: only £550 (+VAT), *Get leading advanced accredited (ILM) is charged at £625 (+VAT), which includes registration, assessment and certification.

GET HR

▶ Understand Human Resources

The greatest resource of a business is its people. Our **Get HR** course is ideal for anyone who is involved in managing people within the workplace. If you want to get more out of people then this one day human resources course will enable you to learn:-

- How to recruit the right people
- How to manage your people legally and effectively
- How to resolve issues holding you back

Course fees: only £250 (+VAT)

GET EXCEL

▶ Use the power of Excel

Our **Get Excel** is an intermediate level course providing people with a clear understanding of the power of Excel in everyday use. Delivered by a highly skilled Excel professional. Get Excel provides delegates with:-

- Overview - how to use your Excel software to its full advantage
- Improve you personal Excel skills with hands-on learning
- The ability to do more in less time using this technology effectively

Course fees: only £250 (+VAT)

"I have dealt with SWA for a number of years now and find they always offer training solutions that are individually tailored to our needs. Not only that but the trainers are always an inspiration to their delegates, passing on their knowledge in an engaging but informative manner. Their courses provide flexible solutions for a variety of our personal development planning requirements. I personally deliver a lot of training in-house; however SWA are one of the few external organisations I would trust to assist in the development of our people."

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continued overleaf...

GET SAGE

▶ How SAGE can benefit your business

Our Get SAGE course provides delegates with everything they need to know about this powerful information system. Delivered by a leading expert in the field, Get Into SAGE provides delegates with:-

- A clear understanding of SAGE and how it will benefit your business
- How to set up your system to meet your needs, from the operating layout to reporting options
- The confidence in what SAGE can do for you

Course fees: only £250 (+VAT)

GET WORKING SAFELY (IOSH CERTIFICATE)

▶ Working in a safe environment

Working Safely (2009 syllabus) is for staff from any sector with no supervisory or managerial responsibility and provides a qualification in the essentials of health and safety. Suitable for everyone involved in frontline working.

Course Content:

- Module 1 – Introducing working safely
- Module 2 – Defining hazard and risk
- Module 3 – Identifying common hazards
- Module 4 – Improving safety performance
- Module 5 – Protecting our environment

GET WORKING SAFELY - ACCREDITED*

Our accredited Working Safely course is fully accredited by the Institution of Occupational Safety and Health (IOSH), includes registration, assessment and Working Safely IOSH certificate.

Price: £150 (+VAT) – Fully Accredited

GET MANAGING SAFELY* (IOSH CERTIFICATE)

▶ Manage people safely at work

Get Managing Safely is a course for managers and supervisors in any sector and any organisation. It's designed to give managers all they need to know to help them handle health and safety in their teams.

Course Modules:

- Introducing Managing Safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

GET MANAGING SAFELY - ACCREDITED*

Our accredited Managing Safely course is fully accredited by the Institution of Occupational Safety and Health (IOSH), includes registration, assessment and Managing Safely IOSH certificate.

*4 day course

Price: £650 (+VAT including accreditation)

“I found it a very pleasant day, the course was very informative and took place in a relaxed and friendly environment. Thank you”

National Space Centre



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