

Index for Short Training Programs

The following table summarises the Accredited and Short Training Programs conducted by Graham Taylor & Associates.

The programs listed which reference a 'Program Summary No.' are 'off the shelf' training packages that are ready to deliver. The Program Summaries provide standardised information about each program, and can be provided on request.

The programs that do not reference a 'Program Summary No' are subject areas within an existing program that can be extracted to address a particular issue or need rather than using the full program.

All training programs can be, and are best when, customised to the Client's needs

Program or Subject Area	Program Summary No.	Program or Subject Area	Program Summary No.
WORKPLACE TRAINERS		TEAM BUILDING	
Workplace Trainer & Assessor Programs		• Group Facilitation Skills	22
• 3 Day Workplace Trainer	11	• Self Directed Work Teams	
• 3 Day Workplace Assessor Program	12	• Team Building	23
• On the Job Instruction	13		
• Recognition of Current Competencies - RCC	14	COACHING & ACTION LEARNING	
• Recognition of Prior Learning - RPL		• Coaching Skills	19
• Training Needs Analysis - TNA		• Action Learning	24
MANAGER DEVELOPMENT PROGRAMS		PUBLIC SPEAKING SKILLS	
• 3 Day Frontline Manager Program	15	• Presentation Skills	25
• Frontline Manager Program (FLM)	16		
• Designing the Future Program	17	PERSONAL & INTERPERSONAL SKILLS	
• Time Management	18	• Personal & Interpersonal Skills	26
• Coaching Skills	19	• Assertiveness	27
• Counselling Skills		• Change Management	28
• Delegation		• Effective Communication	29
• Discipline Counselling	20	• Negotiation Skills	30
• Induction		• Problem Solving	31
• People Management		• Stress Management	32
• 360° Feedback		• Conflict Management	33
• Performance Management/Appraisal	21	• Time Management	18
		• Customer Service	34
DEVELOPING ORGANISATIONAL CHANGE			
• Designing the Future Program	17		