

Training

- ⊕ One to One training / Group training
- ⊕ Presentations for new systems
- ⊕ Onshore and offshore
- ⊕ Onsite and offsite
- ⊕ UK and global delivery

We offer flexible instruction and can produce a course, both in content and timescale to suit you, the client.

We can provide coaching which is modified to your specific need.

TNA and specialist desktop training

From "Training Needs Analysis" through to the delivery of the actual training, the entire training project can be managed by us.

Any bespoke desktop application can be trained by our company. A designated coach will study the application, develop courseware and deliver the training. A complete service led by a team leader designated to your project.

We have delivered specialist training with software in many different fields, e.g. tenders and contract software, sales databases, accident and incident reporting applications, competency systems and LiveLink systems.

People skills courses

- ⊕ Time management in the workplace
- ⊕ Stress management in the workplace
- ⊕ Facilitating workshops / meetings
- ⊕ Team building and team leader skills
- ⊕ Effective communication skills
- ⊕ Effective supervisory expertise
- ⊕ Practical presentation skills
- ⊕ Behavioural presentation skills
- ⊕ Assertiveness & Self confidence
- ⊕ In-house Assessor course
- ⊕ In-house Verifiers course
- ⊕ Train the trainer / coach
- ⊕ Report writing
- ⊕ Procedure / strategy writing

For the course contents and duration of these courses please visit our website:

www.ays-ltd.co.uk

or

e-mail: training@ays-ltd.co.uk

Business development



Working with you every step of the way.

The creation of procedures for business development can be a daunting prospect.

How we assist:

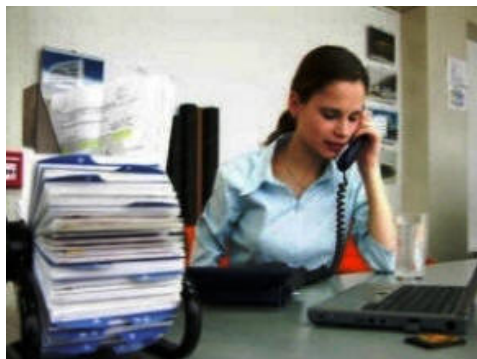
First, having mapped the process to reflect the flow of activities, the workflow is then transferred into easy to follow, plain speaking procedures.

We facilitate brainstorming/mapping sessions, ensuring it is organised, timely and all information is recorded correctly.

The focus of our approach is to satisfy the procedure users' requirements, whilst ensuring that the organisations own objectives are achieved.

At **ays business solutions** we promote changes and projects within your company, e.g. new processes, to ensure the project runs smoothly.

Managed training



By employing ays business solutions to manage your training function for you, you will receive not only innovative and cost-effective training but disciplined administration and best practice process.

Managed training includes a complete package to manage all the training for your company / department.

We will:

- ⊕ Set up database with your personnel and relevant compulsory training required.
- ⊕ Add requested and approved additional training to their training profile.
- ⊕ Source training courses, finding the most suitable, both geographically and cost-effective.
- ⊕ Book delegates on training courses.
- ⊕ Keep training records of personnel and, if pertinent, expiry dates.

Contact details:

We are based near Aberdeen and deliver our services UK-wide and globally.

E: info@ays-ltd.co.uk

T: 01569 731064

M: 07713 160632 (training consultant)

W: www.ays-ltd.co.uk

Training room venues:

We use various training facilities and can locate the training at a site to suit your company.



Training facility at
QHSE Solutions, Bridge of Don, Aberdeen



What we do

ays business solutions delivers quality training, including people skills and desktop application training.

We offer a “manage training” package for small to medium sized companies and oversee the whole administration of training.

Our business development service offers Training Needs Analysis, mapping workflows and review of procedures and company strategies.

Through our marketing service we promote products and services that your company offers. We drive changes and projects within your company.