



**Palomino Training Solutions**

specialists in corporate training

P O Box 1460, Durbanville, 7551

Mobile: 082 878 1164, Facsimile: 086 515 7684

E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

## **Training Courses**

Palomino Training Solutions offers a wide variety of training courses to suit your individual needs, ranging from ½-day to 3-days. Please see our available courses below and please contact us for a quotation.

### **Courses:**

1. Accounting Skills for New Supervisors (2-days)
2. Active Listening (1-day)
3. Advanced Project Management (1-day)
4. Advanced Writing Skills (1-day)
5. An Environmental Audit Primer (1-day)
6. Anger Management: Understanding Anger (1-day)
7. Appreciative Inquiry (1-day)
8. Assertiveness Skills (1-day)
9. Balanced Scorecard Basics (1-day)
10. Basic Business Management (3-days)
11. Basic Internet Marketing (1-day)
12. Body Language (1-day)
13. Branding (2-days)
14. Budgets and Managing Money (2-days)
15. Building a Brand on Social Media (1-day)
16. Building a Consulting Business (1-day)
17. Building an Online Business (1-day)
18. Building Better Teams (1-day)
19. Building Relationships for Success in Sales (1-day)
20. Bullying in the Workplace (1-day)
21. Business Ethics for the Office (2-days)
22. Business Etiquette Skills (1-day)
23. Business Leadership: Becoming Management Material (3-days)
24. Business Process Management (2-days)
25. Business Succession Planning (1-day)
26. Business Writing That Works (2-days)
27. Call Centre Training (3-days)
28. Change Management: Change and How to Deal With It (1-day)
29. Coaching and Mentoring (1-day)
30. Communications for Small Business Owners
31. Communication Skills (1-day)
32. Conducting Accurate Internet Research
33. Conducting Effective Performance Reviews
34. Conference and Event Management



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35. Conflict Resolution: Dealing With Difficult People (1-day)
36. Conflict Resolution: Getting Along in the Workplace
37. Conquering your Fear of Speaking in Public
38. Continuous Improvement with Lean
39. Conversational Leadership
40. Creating a Dynamite Job Portfolio
41. Creating a Google AdWords Campaign
42. Creating a Top-Notch Talent Management Program
43. Creating Winning Proposals
44. Creative Thinking and Innovation
45. Crisis Management
46. Critical Thinking
47. Customer Relationship Management (1-day)
48. Customer Service Training: Critical Elements
49. Customer Service Training: Managing Customer Service
50. Delegation The Art Of Delegating Effectively
51. Developing a Training Needs Analysis
52. Developing High Reliability Organization
53. Developing Your Executive Presence
54. Developing Your Training Programme
55. Disability Awareness - Working with People with Disabilities
56. Diversity Training - Celebrating Diversity in the Workplace
57. Dynamite Sales Presentations
58. E-Commerce Management
59. Effective Planning and Scheduling
60. Emotional Intelligence
61. Employee Accountability
62. Employee Dispute Resolution
63. Employee Team Building
64. Encouraging Sustainability & Social Responsibility
65. Entrepreneurship 101
66. Facilitation Skills
67. Generation Gap
68. Getting Stuff Done - Personal Development
69. Getting Your Job Search Started
70. Giving Effective Feedback
71. Global Business Strategies
72. Goal Setting
73. Hiring for Success: Behavioural Interviewing Techniques
74. Human Resources Training for the Non-HR Manager
75. Induction Training
76. Influence and Persuasion



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77. Intermediate Project Management
78. Intrapreneurship
79. Introduction to E-Mail Marketing
80. Introduction to Neuro Linguistic Programming
81. Inventory Management Training
82. Kickstarting Your Business with Crowdsourcing
83. Knowledge Management
84. Leadership Skills for Supervisors: The 3 C's
85. Lean Process Improvement
86. Logistics and Supply Chain Management
87. Making Training Stick
88. Management Team Building
89. Managing a Diary
90. Managing Across Cultures
91. Managing Difficult Conversations
92. Managing Pressure and Maintaining Balance
93. Managing the Virtual Workplace
94. Marketing and Sales
95. Marketing for Small Businesses
96. Marketing with Social Media
97. Mastering the Interview
98. Measuring Training Results
99. Meeting Management: The Art of Making Meetings Work
100. Motivation Training: Motivating Your Workforce
101. Negotiating for Results
102. Networking for Success
103. NLP Tools for Real Life
104. Onboarding
105. Orientation Handbook
106. Overcoming Objections – Sales
107. Performance Management
108. Personal Brand - Maximizing Personal Impact
109. Presentation Skills
110. Problem Solving and Decision Making
111. Process Improvement with Gap Analysis
112. Prospecting for Leads
113. Project Management Fundamentals
114. Project Management Training: Understanding PM
115. Public Relations Boot Camp
116. Public Speaking - Presentation Survival School
117. Public Speaking - Speaking Under Pressure
118. Purchasing and Procurement Basics



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119. Reception Skills Training
120. Recruitment & Selection
121. Report Writing Skills
122. Research Skills
123. Risk Management
124. Safety in the Workplace
125. Sales and Customer Service
126. Selling Smarter
127. Self-Leadership
128. Skills for the Administrative Assistant
129. Social Selling for Small Businesses
130. Strategic Planning
131. Stress Management
132. The ABC's of Supervising Others
133. Survival Skills for the New Trainer
134. Team Building: Developing High Performance Teams
135. Telemarketing Skills
136. Telephone Etiquette Training
137. The Minute Taker's Workshop
138. The Professional Supervisor
139. Time Management Get Organized for Peak Performance
140. Tough Topics - Talking to Employees about Personal Hygiene
141. Train the Trainer - Advanced (1-day)
142. Train the Trainer - Survival Skills
143. Train the Trainer - The Practical Trainer
144. Training with Visual Storytelling
145. Using Activities to Make Training Fun
146. Working Smarter - Using Technology to your Advantage
147. Workplace Ergonomics
148. Workplace Harassment
149. Workplace Violence
150. Workplace Wellness
151. Writing a Business Plan
152. Writing for the Web
153. Writing Reports and Proposals

Please contact us for further information or to book.