

licensing of fmi training manuals

...about licensing

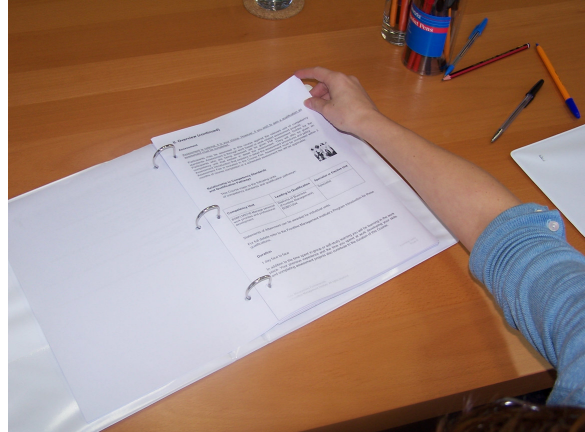
The Frontline Management Institute has a range of training manuals that we license to organisations that want to deliver their own training in-house.

The fmi training manuals help clients quickly prepare their training.

The manuals are charged on a per head basis and you can license as few as four copies for small groups.

The fmi training manuals provide valuable up to date information about management and have relevant activities for participants to complete. Learning Guides are provided and emailed in Microsoft Word format to anywhere in the world. The Licensing conditions allow you to customise the Manuals for your own organisation.

Please note we do *not* license fmi training manuals to other training providers, only to organisations who use them for training their own staff.



...manuals available

Managing and Leading courses

Work Priorities
Operational Plans
Workplace Relationships
Team Effectiveness
Customer Service Management
Information Systems
Work Safety
Continuous Improvement
Workplace Learning
Leadership
Manage People Performance
Manage Innovation & Change
Manage Projects
Manage Budgets
Management Skills for New Managers
Mentoring at Work
Coaching Skills
Effective Delegation
Making the Transition to Supervision
Management Skills for Experienced Managers
Change Management

Personal Performance courses

Time Management
Conflict Management
Effective Negotiation
Building Professional Confidence & Assertiveness
Workplace Relationships & Emotional Intelligence
Stress Management

Customer Service & Communications

Effective Communication & People Skills
Powerful Presentations
Customer Service Skills
Train the Trainer
Business Writing Skills
Email Writing Skills

Executive Development Courses

Strategic Leadership for Results
Business Strategy
Business Planning & Implementation
Innovation & Continuous Improvement
Creating a Mentoring Culture

Who licensing is useful for

Organisations wishing to use the Frontline Management Institute learning guides to train their own staff.

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Details of fmi courses

A detailed course catalogue is available from fmi upon request. We also have brochures on individual courses and qualifications.

Fees

Fees are available on request

Contact frontline management institute

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