

**People are your
greatest asset**
realise their
potential
now!

Buckinghamshire
in-business



**Our investment
in your business
starts here...**

We understand the power of a learning environment. At work or at home, learning new skills and brushing up on old ones transforms attitudes and potential. Bucks *in-business* will work with you to give your employees and your company a promising future.

Our investment in
your business starts
here and now

Bucks *in-business* will:

- assess your business training needs
- write tailored training programmes for your staff and your company
- deliver training on or off site at convenient times

Our investment in your business starts here...

There is a direct relationship between how you look after something and the way it performs. A vital piece of machinery will be regularly serviced, essential equipment will be renewed & updated and property maintained; but we rarely see the need to give the same attention to ourselves or our staff!

People are your greatest asset but without care and attention they can become your biggest liability. Why take that chance when a confident motivated workforce not only achieves much more for your company, it makes work a great place to be.

We know that people working in a learning environment will take on more responsibility - freeing up more of your

valuable time. We also know that many people needlessly under-perform when skills training relevant to their job may make all the difference.

Bucks *in-business* can provide local companies with training programmes of the highest standard through the support we receive from organisations such as the South East England Development Agency.

Remember, it may be as straightforward as identifying a need for:

- Better understanding of work instructions
- Making faster mathematical calculations
- Writing estimates, reports or taking accurate messages
- Being able to communicate with clients & customers more effectively

Don't miss out on this opportunity!

Call us now on **01296 619206**

and speak to a member of our team (no voicemail!)

Buckinghamshire
in-business

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Stay *in-business* with Bucks - get tailored training for your company:

- Trainer led classroom style
- On line
- CD Rom

Get more Office Friendly with courses on:

- Improving Business English
- Communicating Effectively
- Dealing with Conflict
- Writing Better Reports
- Making your point in Meetings
- Taking Minutes
- Essential Business Maths
- Business Maths for Spreadsheet Users

Get Computer Friendly with courses on:

- Basic PC Skills
- MS Word
- MS Excel
- MS Access
- MS Powerpoint
- MS Outlook
- MS Publisher
- Web Design



SEEDA SOUTH EAST ENGLAND DEVELOPMENT AGENCY
Working for England's World Class Region

Buckinghamshire
adultlearning
YOUR CHOICE FOR LEARNING AND SKILLS