

Business Training Courses

Aster Training offers twelve main packages of business training courses with two new packages being introduced in 2010. Our short courses are delivered in a practical interactive style enabling the delegates to take an active role in their learning experience. Some of our courses are available in a distance learning format.

The techniques, skills and methods included in our courses have all been successfully applied by our tutors in the 'workplace' resulting in permanent productive change for our clients.

Check under each of the twelve headings for the individual types of business training short courses we offer. Click on the links to find out more about course content, costs, venues and dates. Environmental - delivered by a partner training organisation

Energy in your organisation

Renewable Energy Basics Course Finance

Finance for Non-Financial Managers

First Aid

Appointed Person (First Aid)

First Aid at Work (2 day Refresher Training)

First Aid at Work (4 Day)

Health & Safety

Control of Contractors

Forklift Truck Training

Health & Safety in the Workplace

Office Safety - Display Equipment

Principles of COSHH

Principles of Manual Handling

Risk Assessment Principles & Practice

Safety for Managers

Human Resources

Absence Management

Staff Appraisal

Discipline & Grievance

HR for Line Managers

Interpersonal Skills

Interviewing Skills

Presentation Skills

Recruitment and Selection

Time Management

Train the Trainer

Work Life Balance

IT Skills - NEW for 2010

Word

Excel

PowerPoint

Access Database

Languages for Business - NEW for 2010

Mandarin for Business Lean Manufacturing

5S and 7 Wastes

5S in the Office

Cellular Manufacturing

Failure Mode Effect Analysis (FMEA)

How to implement Lean Manufacturing

Introduction to Lean Manufacturing

Kanban

Kaizen

Lean Leadership

Lean Office

Lean Supply Chain

Poka Yoke or Mistake Proofing

Practical Problem Solving Skills

Single Minute Exchange of Die (SMED)

Total Productive Maintenance

Value Stream Mapping

In addition, Aster also runs a lean users group for those organisations interested in networking with other like minded companies.

Management & Leadership

Basic Supervisory Skills

Change Management

Effective Management

Team Building

Team Member to Team Leader

Visionary Leadership

PRINCE2

PRINCE2 Overview

PRINCE2 Conversion

PRINCE2 Foundation

PRINCE2 Practitioner Purchasing Skills

Advanced Negotiation Skills

The Effective Assistant Buyer

Make vs. Buy

Practical Negotiation Skills

Purchasing from Abroad

Purchasing Training

Sales and Marketing

Customer Services Training

Internal Sales Training

Introduction to Marketing

Developing Sales for a Contract Electronics Manufacturer

Telesales Training Six Sigma

Introduction to Six Sigma - Yellow Belt Training

Six Sigma Green Belt Training

Six Sigma Black Belt Training Specialist Courses

ESD and EOS Prevention

Interim Manager

Soldering To IPC Standards

Courses are limited to a maximum of 10-12 delegates. Course costs cover the training session(s), a comprehensive set of course notes and an attendance certificate.

All business training courses on this page can be delivered on your site if required. For further information contact Aster Training on 01296 720281 for a Free Consultation to discuss your training requirements.

Costs are exclusive of VAT which is chargeable at the current rate. Prices are correct at the time of publishing, but may be varied in line with market conditions from time to time.

All training courses must be paid for in full prior to delegates taking up their places on courses as per our standard terms and conditions.

