



CLEARERTHOUGHTS
PERSONAL DEVELOPMENT, COMPUTER AND MANAGEMENT TRAINING



for greater clarity in your business

Company Introduction



CLEARER THOUGHTS
For greater clarity in your business

Clearer Thoughts is an experienced and proven training provider which has been established on Merseyside since January 2001.

The three strands of our corporate development programme are:

- Organisational Excellence
- IT
- Personal and Management Development

We work seamlessly alongside your existing HR and training functions.

Clearer Thoughts is a **Gold Partner** in the **Training Foundation's TAP® Partners Programme**. Our clients are primarily larger SMEs and corporates including blue chip names like QVC and Shop Direct Group. Whether you want I-I training or full company roll-outs, at shop-floor, office or Director level we can develop programmes to match your needs. You can draw from our comprehensive range of standard training events or we will tailor custom-made programmes for teams or companies. All our training is regularly rated Excellent in all aspects by the majority of delegates.

If you don't have a dedicated Training Department or if it's currently overstretched we also provide supplementary training services such as training needs analysis and administration.

Bridle House
1 Bridle Way
Netherton
L30 4UA

Tricia.Clewett@ClearerThoughts.co.uk
07957480258
Donna.Stewart@ClearerThoughts.co.uk
07947526345

<https://www.clearerthoughts.co.uk>



Clearer Thoughts is accredited by The Training Foundation

On or off-site?

Some clients like us to come to them, others prefer to take their staff away from the office environment. Still others want to move online for some or all of their training programme. It's your choice.

Our pricing structure is based on subject, location and number of delegates. Priced per training day rather than per individual.

It costs from just £300 + VAT to bring an expert to you.



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A fully portable training solution.

- Run a course wherever you need it
- Minimum disruption to you and your delegates, saving you time and money
- Just provide us with a well-connected room and our trainer will do the rest!

Rather get away from the office? No problem! We use a variety of locations across the region, chosen to suit you.

Our trainers use appropriate PPE and take all relevant precautions against COVID-19.

Wherever you decide to go, we look forward to welcoming you to outstanding training.



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Personal Development



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In today's ultra-competitive market place, people matter at least as much as product.

Self-motivated, enthusiastic staff who are empowered to go the extra mile can make all the difference to your success.

Let Clearer Thoughts help you enhance the impact your staff have on others by building a comprehensive development package tailored to your company.

Start out now on your route to success

- **Interpersonal Skills:** Communication; Customer Care; Telephone Techniques.
- **Self Development:** Appraisals; Assertiveness; Presentations; Report Writing; Time Management; Training Others.
- **Management:** Coaching; Delegation; Dignity at Work; Discipline and Grievance Effective Meetings; Facilitation; Management Fundamentals; Interviewing; Negotiation . . .

and many more

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Microsoft



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Clearer Thoughts provides training in a wide range of Microsoft products up to Microsoft 365.

Whether your staff are absolute beginners or want to build on existing skills, we can take a course off our shelf or tailor it to your particular needs.

Call us now for more information about developing skills in:

- **Internet Usage**
- **Windows**
- **Outlook**
- **Word**
- **Excel**
- **Access**
- **Project**
- **PowerPoint**
- **Publisher**
- **Visio**

For more information about any of the above please call now.

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