



Gary Bedingfield Training  
Training Directory  
2021

# Face-to Face Training Courses

 <i>2021 Award Winner</i>  <b>3-day</b> <b>Train the Trainer</b> <b>Gold</b> Our best course for helping trainers get the best from their training delivery	<b>2-day</b> <b>Train the Trainer</b> <b>Silver</b> Interactive course to help trainers deliver effective training	<b>1-day</b> <b>Train the Trainer</b> <b>Express</b> Fast-track approach to learning training techniques
<b>1-to-1</b> <b>Train the Trainer</b> Bespoke course delivered on a 1-to-1 basis (1 day or 2 days)	 <i>2018 Award Winner</i>  <b>Time</b> <b>Management</b> We can't change the time we have, just the way we use it (half day or 1 day)	<b>Introduction to Management</b> Essential skills for new managers (1 day or 2 days)
<b>Leadership Skills</b> Become a better team leader (1 day or 2 days)	 <i>2019 Award Winner</i>  <b>Customer Service</b> How to provide excellent customer service every time (half day or 1 day)	<b>Telephone Techniques</b> Ways to communicate effectively by phone (half day)
<b>Presentation Skills</b> How to deliver presentations to small and large groups (1 day)	<b>Workplace Communication</b> Effective communication techniques for the workplace (1 day)	<b>Teams and Teambuilding</b> Team awareness and development (1 day)
<b>Effective Meetings</b> Essential skills to ensure effective meetings (half day)	<b>Taking Minutes</b> How to take minutes during a meeting (half day)	<b>Project Management</b> Essential skills for managing projects (half day)
<b>Performance Management</b> Essential skills for managing performance (half day)	<b>Conflict Management</b> Essential skills for managing conflict (half day)	<b>Change Management</b> Essential skills for managing change (half day)
<b>Dealing with Challenging Behaviour</b> How to deal with difficult and challenging behaviour (half day)	<b>Providing Effective Feedback</b> Essential skills for providing effective feedback (half day)	<b>Delivering Employability Skills</b> Essential methods of delivering employability skills (1 day or 2 days)
<b>Let's Get That Job!</b> Employability skills workshop (1 day or 2 days)	<b>Preparing for Interview</b> Essential techniques for job interview preparation (half day or 1 day)	<b>Successful CVs</b> Essential skills for the perfect CV (half day or 1 day)

## 1-to-1 Coaching

Personal coaching is available for individuals on all of the above subjects and most other workplace soft skills.

# Remote Training (delivered over Zoom)

 <b>2021 Award Winner</b> <b>3-day</b> <b>Train the Trainer</b> <b>Gold</b> Our best course for helping trainers get the best from their training delivery	<b>2-day</b> <b>Train the Trainer</b> <b>Silver</b> Interactive course to help trainers deliver effective training	<b>1-day</b> <b>Train the Trainer</b> <b>Express</b> Fast-track approach to learning training techniques
<b>1-to-1</b> <b>Train the Trainer</b> Bespoke course delivered on a 1-to-1 basis (1 day or 2 days)	 <b>2018 Award Winner</b> <b>Time</b> <b>Management</b> We can't change the time we have, just the way we use it (half day or 1 day)	<b>Introduction to Management</b> Essential skills for new managers (1 day or 2 days)
<b>Leadership Skills</b> Become a better team leader (1 day or 2 days)	 <b>2019 Award Winner</b> <b>Customer Service</b> How to provide excellent customer service every time (half day or 1 day)	<b>Equality and Diversity</b> Essential understanding of equality and diversity (half day)
<b>Effective Meetings</b> Essential skills to ensure effective meetings (half day)	<b>Taking Minutes</b> How to take minutes during a meeting (half day)	<b>Project Management</b> Essential skills for managing projects (half day)
<b>Performance Management</b> Essential skills for managing performance (half day)	<b>Conflict Management</b> Essential skills for managing conflict (half day)	<b>Change Management</b> Essential skills for managing change (half day)
<b>Dealing with Challenging Behaviour</b> How to deal with difficult and challenging behaviour (half day)	<b>Providing Effective Feedback</b> Essential skills for providing effective feedback (half day)	<b>Delivering Employability Skills</b> Essential methods of delivering employability skills (1 day or 2 days)
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# About Gary Bedingfield Training

An award-winning training and development company, Gary Bedingfield Training has been working with private, public and third sector companies, delivering innovative and cost-effective training courses to staff and learners since 2009. Specialising in Train the Trainer, staff development, career development, personal development, employment advice and coaching, our strong understanding of learning strategies and opportunities, and a desire to help people reach their full potential, has seen our services increasingly grow in demand. Our courses have been used by BBC Scotland, Falkirk Council, West Dunbartonshire Council, BP, Arnold Clark, Ministry of Defence, Allied Vehicles, Terex Trucks, Bluebird Care, Barnardos, Glasgow Centre for Inclusive Learning, Glasgow Caledonian University, CBRE, Edinburgh Napier University, NHS Scotland, Islay and Jura Community Enterprises, Finsbury Foods, HW Energy, SACRO and many others.

Gary Bedingfield is a qualified trainer, working in the industry since 1998. Born in Enfield, England, he has been based in Scotland since 2004.

## Contact Details

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*2021 Most Outstanding Creative Training and Development Firm – Scotland (Global Business Insight Awards)*

*2019 Best Creative Training and Development Firm – Scotland (UK Enterprise Awards)*

*2018 Best Creative Training and Development Firm – Scotland (UK Enterprise Awards)*