

HRT Solutions

Business Training Product List

All prices listed are GST inclusive. Training items can be purchased separately or as training programme packages. Postage and handling charges will apply for all orders. See the product order form for postage and handling charges. **Order form on page 3.**

Items

Prices

Training Resources

Powerpoint Presentations

\$55.00 each

Customer Service
Working in a Socially Diverse Environment
Health, Safety and Security Procedures
Workplace Hygiene
Developing and Conducting Performance Reviews
Time Management
Responsible Conflict Management
Communication & Team Work
Innovation and Change
Coaching & Mentoring
Dealing with difficult situations
Influencing Others
Harassment in the Workplace
Legislation Awareness for Supervisors & Line Managers
Developing Policies and Procedures
Workplace Assessment & Training
Skills for Supervisors & Line Managers
Telephone/Reception Techniques
Meeting Skills
Human Resource Principles



Overhead Presentations

Overhead presentations can be made to order. Prices on overheads vary according to order specifications.

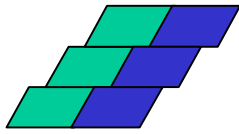


Article Activities

\$25.00 set of five

- Human Resource Management
- Conflict Resolution
- Customer Service
- Industrial Relations

HRT Solutions Pty Ltd
Human Resource & Training Solutions
121 Cressy Road, East Ryde 2113
Office 9887 2881 Fax 98895215 Email jenchip@spin.net.au



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Business Training Product List

Training Games

- Occupational Health & Safety **\$48.00**
- Hygiene **\$48.00**
- Customer Service **\$33.00**

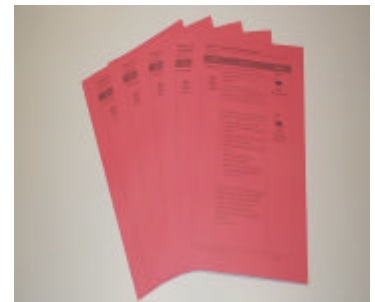
Extra Game Boards **\$17.00**
Extra Game Cards **\$24.00 (set of 40)**



Training Session Plans

Customer Service
Working in a Socially Diverse Environment
Health, Safety and Security Procedures
Workplace Hygiene
Developing and Conducting Performance Reviews
Time Management
Responsible Conflict Management
Communication & Team Work
Innovation and Change
Coaching & Mentoring
Dealing with difficult situations
Influencing Others
Harassment in the Workplace
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Skills for Supervisors & Line Managers
Telephone/Reception Techniques
Meeting Skills
Human Resource Principles

\$38.50 each



Training Programme Packages

\$125.00

Training programme packages include:

- Powerpoint display
- Session plan
- Handouts
- Activities
- Suggested additional training aids list (if applicable)

Customised Training Resources

HRT Solutions can develop training programmes and accompanying resources that suit your needs. Discuss your training requirements with us today.

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HRT Solutions Website Order Form

Purchaser Details

Name: _____ **Date:** _____

Organisation: _____

Address: _____

Contact No: _____ **Fax No:** _____

Email Address: _____

Order No: _____

ABN: _____

Order No: _____

Please send me the following items:

Item	Price	No of Items
Postage & Handling	\$20.00	
Total (GST Inclusive)		

Total purchase amount plus \$20.00 postage & handling for up to two items. For larger orders please contact HRT Solutions.

I wish to make my payment by:

Cheque (enclosed) made payable to HRT Solutions Pty Ltd

Or

Please debit my: Bankcard Mastercard Visa

My card number is:

Expiry Date: _____

Cardholders Name: _____

Signature: _____

Send the completed order form and payment to: HRT Solutions, 121 Cressy Road, East Ryde 2113
Telephone: 0412 314 433 Fax: 9889 5215 Email: jenchip@spin.net.au

I would like to be kept up to date with new resources ()

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