

Adapt To Change – Training Portfolio

www.AdaptToChange.co.za



Job performance enhancing

5S Kaizen Concepts and Implementation
Continuous Improvement
Cost Optimization
Customer Service
Finance for Non-Financial Managers
Health and Safety
Lean Manufacturing
Management Skills for Effective Managers
Negotiation Skills
Performance Management
Presentation Skills
Problem Solving Skills
Production Management
Purchasing
Quality - Total Quality Management
Software - MS Outlook, MS Excel - Basics
Stores and Stock Control
Supervisor / First Line Management
Visual Management

Personal empowerment

Be the best you can be!
Personal Finances
Recycling
Stress Management
The benefit of a glass half full - Practicing Positivity
Time Management and Personal Productivity
Understanding Business Basics



Soft skills

Better Together - The power of diversity
Change Management - Winning at the game of change
Coaching Skills
Communication - Time To Talk
Dealing with Difficult People
How to Harness Creativity in Your Workplace
Leadership for Employee Empowerment