

How can we help you?

Alpha Training specialises in providing bespoke learning solutions in Leadership and Management, Personal Effectiveness, and Information Technology.

We're passionate about helping organisations and their people develop their skills and capability, improve their effectiveness and increase their productivity.

We provide a wide range of training services. Please contact us if you require a service that is not listed below. We will discuss your specific training requirements with you and let you know if we can help.

Onsite training

Want training delivered exclusively for you at your workplace?

Alpha Training can provide you with training at your office, or at a venue of your choice, anywhere in the UK and overseas. We deliver classroom courses, one to one coaching, and presentations. Your organisation benefits from the convenience of receiving training where and when it suits you.

Online training

Want your staff to receive live training whether they're working in the office, from home, or at another location?

Using simple and secure web conferencing technology, Alpha Training can provide your organisation with remote online training, saving you time and travel costs. We deliver online training for small groups as well as large scale webinars.

Customised training

Need customised training solutions to fit the unique needs of your organisation?

Alpha Training can tailor courses to meet your specific needs. Training programmes can be developed around the systems you use, the way you do business and the knowledge level of your employees. Course materials, such as case studies and exercises, can be created that are directly relevant to your business.

Bite size training

Want short, highly focused sessions designed to target a specific topic or issue quickly and effectively without eating into the working day?

We can help you with a wide range of high impact 90-120 minute bite size sessions. Sessions are available on key topics on Information Technology, Leadership and Management, and Personal Effectiveness, and can be designed to support in-house initiatives.

Change management

Alpha Training has over 30 years of experience in successfully supporting large and small scale change projects for organisations such as the BBC and Condé Nast.

We provide change consultants and training teams for Information Technology implementations and Leadership and Management, and Personal Effectiveness upskilling projects.

Executive coaching

Want to improve performance, prepare and support leaders, or improve skills and capability? Or maybe build employee engagement as part of talent and succession planning, or focus on change management?

Alpha Training provides coaching which targets high performance and improvement at work and focuses on specific skills and goals. Our coaches hold nationally recognized standards of quality and competence in psychology and coaching.

Training needs analysis

Alpha Training can work with you to define a learning and development plan linked to your business strategy. With a focus on your business outcomes, we can advise on the best method to identify and prioritise your organisation's training needs. This may be working with your existing processes, such as Appraisals, PDPs, 360° feedback or competency-based methods.

Psychometric testing

Our executive coaches are qualified to use a variety of psychometric tests and 360 feedback tools, which can be used as part of a training course, to help assessment or to support career development. Tools including Belbin, Myers-Briggs Type Indicator (MBTI) and Bar-On EQ-i, NEO-P-IR, and NLP.

Why choose us?

Talented people

Alpha Training works with a team of highly skilled, experienced and well qualified trainers. They are talented, enthusiastic, engaging and committed professionals who understand how to get the best out of people. Contact us to discuss your requirements and we will identify exactly the right trainer to work with your organisation.

Quality training

Alpha Training has a reputation for providing high quality training delivery. Our courses are friendly and informal, and they encourage interaction and participation. They are designed to be of maximum benefit to participants and the organisations they work for. We are committed to continual assessment and improvement, and to meet and exceed your expectations.

Customer service

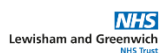
Alpha Training is dedicated to operating with integrity and commitment and we want you to be delighted with our service. We will always be open and honest with you, listen carefully to you and find the best solution to suit your needs, take individual responsibility to deliver what we promise, communicate clearly and concisely, and be positive, efficient and courteous.

Our clients

Our clients are diverse and include public sector, private sector and not for profit organisations operating in the UK and overseas.

We build long term partnerships with our clients so that we understand their organisational and training needs as they grow and evolve.

Here are some of our current and past clients:



What our clients say

Training Manager, BBC

"Alpha Training has continued to be a long-standing partner in providing both standard courses and a full range of bespoke training initiatives. The support supplied to us is always of an exceptional quality, providing highly motivated and enthusiastic trainers who are always willing to go that extra mile for you. What is critical to us is the flexibility of Alpha Training's approach to meeting our often-changing requirements and they understand our need to provide relaxed and informal training to suit the culture of the BBC."

Learning & Development Manager, Bromley Healthcare

"I have worked with the team at Alpha Training for many years. We have commissioned a full range of courses in IT, Leadership and Management and Personal Effectiveness skills. Alpha Training has also worked on many bespoke projects with us. The trainers are always reliable, fully prepared and happy to adapt the course to meet the participant's needs. I would fully recommend Alpha Training to any organisation that requires training provision."

Learning & Development Consultant, ITV Productions

"Alpha Training provides us with a number of courses and are always collaborative and flexible in their approach both to the kind of courses and the way they are delivered. Rather than a one-size fits all approach to training, Alpha Training makes sure you get just what you need. "

Managing Director, Tiger Eye Consulting

Working with Alpha Training has always been a pleasure from day one. Their experience and professionalism give me comfort in knowing that our clients are getting the best training possible.

Leadership & Management

- Appraisals and Feedback
- Coaching Skills for Managers
- Competence-Based Interviewing Skills for Managers
- Emotional Intelligence
- First Steps into Management
- Leadership Presence
- Manager to Leader
- Managing Change
- Managing Customer Service
- Managing for Resilience
- Managing People in Projects
- Managing Volunteers
- People Skills for Agile Managers
- Programme Management Office
- Project Management
- Recruitment and Selection
- Succession Planning
- Team Building
- Team Development and Management
- Understanding People
- Understanding People and Conflict

Executive coaching and mentoring is available to board and CEO level.
Psychometric and ability testing and personality assessment is also available.

Need a topic that's not listed?

Please contact us to discuss your specific requirements. Courses can be created and customised to meet your specific needs.

Personal Effectiveness

- Administrator Development
- Anti-Bullying and Harassment
- Appraisals for Appraisees
- Asserting Yourself and Building Confidence
- Body Language Skills
- Building Resilience
- Business Writing
- Career Planning
- Chairing Meetings
- Communicating Effectively
- Conflict Resolution
- Customer Service
- Customer Service for Healthcare and Social Care Professionals
- Dealing with Difficult Telephone Calls
- Effective Writing Skills
- Embracing Equality and Diversity
- Emotional Intelligence
- Influencing Skills
- Keyboard Accuracy and Speed Development
- Making Meetings Work
- Managing Aggressive Behaviour
- Managing Conflict and Difficult Situations
- Minute Taking
- Organising Work and Time
- Personal Impact and Effectiveness
- Persuasive Negotiation Skills
- Positive Patient Calls for GP Surgery Staff
- Preparing for Redundancy
- Presenting with Impact
- Problem Solving and Decision Making
- Rapid Reading
- Report Writing
- Respectful Behaviours
- Speedwriting
- Stress Management and Living Skills
- Telephone Skills
- Train the Trainer

Information Technology

Microsoft

- Access
- Excel
- Forms
- Groups
- Planner
- OneDrive
- OneNote
- Outlook
- Planner
- PowerApps
- Power Automate
- Power BI
- PowerPoint
- Project
- Publisher
- SharePoint
- Skype
- Sway
- Teams
- To Do
- Visio
- Whiteboard
- Word
- Windows
- Yammer

Collaboration

- GoToMeeting
- Slack
- Trello
- WebEx
- Zoom

DMS

- Bentley ProjectWise/AECO
- iManage Work, Share, Mobility
- OpenText Livelink/Enterprise Connect

Google

- Calendar
- Docs
- Drive
- Forms
- Gmail
- Keep
- Sheets
- Slides
- Sites

Adobe

- After Effects
- Captivate
- Dreamweaver
- Flash Builder
- Illustrator
- InDesign
- Photoshop
- Premiere Pro

Apple

- iPad for Business
- Mac OS
- Keynote

Using an app that's not listed?

We provide training on a variety of other apps, including Salesforce and SAP, and on bespoke systems.

Which version are you using?

We can provide you with training on all the latest versions of desktop, web and mobile applications, for Windows or Mac.