



Professional Skills Training is one of four training portfolios in Matchett's Business Learning range:

Personal Development Training

Business Skills Training

Professional Skills Training

Leadership and Management Training



Professional Skills Training

Improving bottom-line results



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every step of the way

Improving bottom-line results

Professional Skills Training from Matchett

Project management, sales and training are three professions that have seen considerable growth in recent years. With business constantly demanding greater success, high performance in these areas has become essential. In addition, business now recognises that given confident skills in project management, sales and training many other job roles are able to make significant further impact on the bottom line.

To perform and to thrive in what is often one of the harshest business environments, the very best project managers, sales people and trainers are those with highly developed, specialist skills and behaviours.

Learning, living, applying

Traditional training in professional skills is focussed heavily on models and methods – the knowledge – used by each profession. Our approach is different. We simulate real business environments to create a meaningful learning experience, which as well as imparting that knowledge, enables it to be applied using new skills and behaviours for tangible results. Our learners go on to thrive in even the harshest business environments.

Matchett Professional Skills Training Portfolio contains ten project management skills courses, eight sales skills courses and nine trainer skills courses. To produce the exact development paths needed for each organisation, learning programmes are designed combining content from a number of different courses, or completely bespoke.



Thriving in project management

“Our most high-performing project managers have been on Matchett training courses and are able to deliver complex and demanding projects on time, within budget and with confidence.”

PHIL WHITFIELD
Moray Forest District Manager
Forestry Commission Scotland

Matchett leverages from its vast experience in behavioural and personal development training to help project managers to deal effectively with complex issues and to generate cohesion, particularly around change-ridden projects.

Matchett courses offer great depth for project management professionals and include accreditation from the Association for Project Management (APM), the largest independent professional project management body in Europe.

Project Management Training Courses

- Project Planning and Control
- Accredited Project Management (APMP)
- Project Management Overview
- Project Governance
- Applied Project Management
- Deal Management
- Programme Management
- Setting Up a Project Support Office
- Microsoft Project for Project Managers



On Matchett courses learners work on case examples from their own organisation, learning new skills whilst tackling live issues from the business.



Thriving in sales

“Matchett works with Cisco to create skills development programmes which both prepare and inspire our international associate sales professionals to achieve outstanding performance in the field.”

PAULA ROSSINI
Program Manager
Cisco Sales Associate Program

Matchett’s professional sales training programmes consistently turn out top-performing sales people able to increase their sales value and maximise account profitability.

Matchett pushes sales learners further to develop new attitudes and abilities to responding under pressure. The result is sales professionals that are able to really thrive, not just survive, in the sales environment.

Sales Training Courses

- Strategic Account Management
- Sales Management
- Working with Salespeople
- Sales Bootcamp
- Call Handling Skills
- Teleselling – the Art of Winning Business over the Phone
- Consultative Selling
- Developing Hunting Skills
- Strategic Account Planning



Learners gain real practical skills and behaviours that they retain long after the course has finished.



Thriving in training

“This was a fantastic course allowing us an insight into the mind and needs of the trainee and the trainer.”

CHRIS BRADLEY
Business Trainer
EDF Energy

Matchett’s courses and programmes create high-performing professionals in the field of training and many of the United Kingdom’s top training departments and learning providers develop their training skills with Matchett.

Tried and tested training models are allied to business simulations to recreate training environments that allow learners to really hone their skills.

Trainer Skills Training Courses

- Train the Trainer
- Advanced Train the Trainer
- Trainer Bootcamp
- Work Place Training
- High Performance Coaching
- Facilitation Skills
- Managing Training
- Marketing Training to Your Organisation
- Training Needs Analysis and Design

www.matchettgroup.com