



# Optimum Limited Training

Success is a Choice  
Let Us Take You There



ESTABLISHED SINCE 1990

**optimum.**



TRAINING & BUSINESS  
SERVICES



# Why choose Optimum Limited ?



Optimum was created in 1990 to provide professional development training, business services and upskilling interventions support to companies and individuals aiming to achieve their ultimate success. **We specialise in the provision of Business and Professional Development, Management and Team Development, Coaching Skills, Leadership Awareness, Resilience and Wellbeing, Communication and Negotiation, Conflict Management, HRM and Performance Management, Personal Effectiveness Training, Career Planning, Working Remotely, Interpersonal Development Training and Interventions** within the Corporate, Community, Private and Public Sectors.

Our training and mentoring programmes are designed to increase proficiency and competency in personal and business development skills. Our business support initiatives anticipate and respond to the changing needs of our many clients. Our ethos is about combining a tailored, flexible approach with ‘real life’ business knowledge offering hands-on tools for immediate implementation.

As a preferred choice provider and partner to many of Ireland’s leading businesses, we have learned that the key to our success is putting their success first. Our commitment to quality is enhanced by the enthusiasm of our team and our recognition of the standards you set. Through ongoing research and development and an innovative approach all of our programmes incorporate the latest concepts and approaches and best practice trends ensuring that participants do not receive an “off the shelf experience”.



# Optimum Limited Accreditation

We also recognise the importance of considering accreditation as a quality assurance alternative. Optimum Limited can offer reputable accreditation depending on your specific learning requirements. We have an impressive history of collaborating with a range of professional organisations in the provision of quality learning responses.

We have also developed an extensive network of contacts from all business areas, which are continually utilised for project enhancement and effectiveness. This network is comprised of Corporate Clients, State Agencies, Government Bodies, Enterprise Agencies, Area Partnerships and National Business Networks.

## QQI Awards that we offer:



**Leadership**  
Level 6



**Managing People**  
Level 6



**Coaching Models of Practice**  
Level 6



**Training & Development**  
Level 6 (Special Purpose)



**Business Management**  
Level 6



**Sales & Marketing Management**  
Level 6



**Start Your Own Business**  
Level 5



**Digital Marketing**  
Level 5



**Communications**  
Level 4 and 5



**Customer Service**  
Level 5





# Optimum Limited Expertise

Optimum's level of expertise spans the following areas:

## Management Programmes

CPD Leadership and Delegation

Strategic Planning and Management

CPD Leading and Engaging Remote and Hybrid Teams

Management Development

Having Difficult Conversations

Strengthscope Leadership®

CPD Building and Leading High Performance Teams

Mastering Innovation and Creative Thinking

Managing for Change

Positive Impact Coaching

Productivity and Motivation

CPD People Management

## HR and Talent Development

Human Resource Management

Recruitment and Selection

Interview Skills for Interviewers

Delivering Feedback

Performance Management

Competency Based Interviews

Talent Planning

Coaching and Mentoring Skills

Facilitation Skills

Employment Legislation

Discipline and Procedures

Train the Trainer

Diversity, Equity and Inclusion

CPD Coaching for Performance



# Optimum Limited Expertise

Optimum's level of expertise spans the following areas:

## Personal Effectiveness

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- Resilience and Wellbeing
  - Positive Mindset
  - CPD Communicating Skills
  - Influencing Skills in Business Development
  - Negotiation for Win-Win
  - Cross Cultural Communications
  - Cross Collaboration
  - Goal Setting Like a Pro
  - Conflict Management
  - Professional Presentation Skills (including advanced level)
  - Developing an Assertive Mindset
  - Time and Stress Management
  - Personal Branding
  - Problem Solving and Decision Making Skills
  - Creative Thinking

## Business Excellence

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- Achieving Excellence in Sales
  - Business Planning and Entrepreneurship
  - Market Research
  - Best Practice for Presentations - In Person / Virtual
  - GDPR Awareness
  - Elevator Pitch
  - Marketing in Practice
  - Business Writing for Success
  - Legal Requirements
  - Digital Marketing



# Optimum Limited Expertise

Optimum's level of expertise spans the following areas:

## Customer Service Success

Challenging Customer  
Conversations

Client Relationship  
Management

Empathy Skills

Customer Service Excellence

Telephone Techniques for  
Customers

Telephone Techniques for  
Sales

## Business Finance

Finance for Non-Financial  
Managers

Taxation and VAT

Financial Management

Costing and Pricing

Budgeting

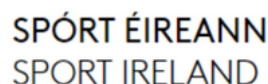
Funding Opportunities

Business Accounting





# Optimum Limited Clients



# Optimum Limited Clients





# For enquiries, contact us.



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