



TRAINING BROCHURE 2025



www.tlgcollege.com
info@tlgcollege.com

WHY TLG COLLEGE?

TLG College is committed to world class training workshops providing knowledge and transformation for all our clients.

We offer Onsite Training at our client premises and Virtual Training through Microsoft Teams, Zoom and Google Meet to reach your employees anytime and everywhere globally.



BENEFITS OF VIRTUAL TRAINING ARE:

- More Independence promoted through the skill of self-discovery
- Easy Access to Learning Tools and Materials
- More Flexibility
- Learn from Anywhere
- Interaction-Based Learning
- Cost-Effectiveness
- Performance Tracking



COURSES ON OFFER

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SOFTSKILLS TRAINING

Anger Management Skills

Assertiveness & Confidence Skills

Business Writing Skills

Collaboration & Team Dynamics Skills (Team Building)

Essential Financial Skills

Generational Communication at work

Negotiation Skills

Planning & Implementation Skills

Presentation & Communication Skills

Project Management Fundamentals Skills

Sales & Negotiation Skills

Self-Mastery in the Workplace

LEADERSHIP TRAINING

Advanced Thinking Skills (NLP)

Coaching & Mentoring Skills

Cultural Intelligence Skills

Leadership Development Skills

Leading with Emotional Intelligence Skills

Leading with NLP

Results Based Management Skills

Situational Analysis & Problem Solving Skills

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OTHER COURSES

Call Centre and Customer Services

Conflict Management Skills

Effective Communication Skills

Stress Management Skills

Time Management Skills

INFORMATION TECHNOLOGY COURSES

Artificial Intelligence (AI)

Augmented Reality

Cloud Migration and Transformation

Cyber Security

Data Engineering and Visualisation

Future Tech and Self-Management

OUR VIRTUAL TRAINING METHODOLOGY: TSPA

THEORY, SELF-STUDY, PRESENTATION AND ACTION PLANNING

OBJECTIVE

Learning is no longer instructor led. Instructor led training is an auditory system on transferring information which is suitable for only 20% of our population. Every other learner may fall in one of the other three recognised learning styles.

TLG College has taken its many years of corporate training experience and developed the TSPA model to insure that information becomes applicable in the work environment.

TSPA encapsulates interactivity and accommodates all learning styles making training 90% more effective.

THEORY

We cover the basic frame work on definitions and application of the subject.

SELF STUDY

Delegates are required to do a one hour of research on specific issues pertaining to the course and prepare a presentation on their findings.

PRESENTATION

Delegates are required to conduct a presentation to their colleagues, where the facilitator will clarify and correct as well as have a question and answer session.

ACTION PLANNING

The delegates are assisted in practically implementing what they have learned in their unique roles, team dynamics and ultimately the group (company).

HOW TRAINING WILL BE CONDUCTED

The virtual training option is structured over a period of 3 days from 8:30am to 1pm or 12:30pm to 4pm.

(We have found that most companies prefer the afternoon option)

1 hour of Pre-Study is required before the virtual training commences. This will be emailed to participants a day before the training starts.

A post-study assignment is due one day after the virtual training is completed. Our training is offered through Microsoft Team, Zoom, Google Meet and YouTube closed broadcasts.

DAY 1

- Session 1:** Introduction and Set Expectations
Theory in Presentation
Interactive discussion including questions on application at work
Feedback sessions (Peer presentations)
- Session 2:** Theory in Presentation
Interactive discussion including questions on application at work
Feedback sessions (Peer presentations)

DAY 2

- Session 3:** Training Continued
Theory in Presentation
Training Activity on application at work
Feedback sessions (Peer presentations)
- Session 4:** Theory in Presentation
Training Activity on application at work
Feedback sessions (Peer presentations)

DAY 3

- Session 5:** Wrap Up and Implementation
Fundamental Implementation in the workplace
Feedback sessions (Peer presentations)

- Final Session:** Action Planning for Knowledge implementation
Assignment briefing
Evaluation forms and feedback