

# 2020 Course Calendar

Click the course titles below to find out more and to book

## March

|         |  |               |
|---------|--|---------------|
| 3       | Delegation, Motivation & Empowerment           | ALMOST FULL!  |
| 4       | Time Management                                | ALMOST FULL!  |
| 5       | Assertiveness, Self Confidence & Communication | ALMOST FULL!  |
| 9       | Introduction to Project Management             | BOOK NOW!     |
| 10      | Conversational Selling                         | BOOK NOW!     |
| 11      | Mindfulness in the Workplace                   | BOOK NOW!     |
| 19      | Presentation Skills                            | BOOK NOW!     |
| 26      | Excel Introduction Plus                        | BOOK NOW!     |
| 30 & 31 | Introduction to People Management              | FULLY BOOKED! |

## April

|         |   |               |
|---------|---|---------------|
| 1       | Leading your Team and Raising the Bar       | FULLY BOOKED! |
| 15      | Supervision Skills                          | BOOK NOW!     |
| 16      | Customer Service Excellence                 | BOOK NOW!     |
| 21      | Managing for Efficiency & Effectiveness     | BOOK NOW!     |
| 22      | Positive Psychology, Strengths & Resilience | BOOK NOW!     |
| 23 & 24 | Introduction to People Management           | BOOK NOW!     |
| 29      | Appraisal Conversations                     | BOOK NOW!     |

## May

|        |  |              |
|--------|--|--------------|
| 6 & 13 | Mastering People Management                    | BOOK NOW!    |
| 7      | Assertiveness, Self Confidence & Communication | BOOK NOW!    |
| 11     | Delegation, Motivation & Empowerment           | BOOK NOW!    |
| 12     | Excel Intermediate                             | ALMOST FULL! |
| 14     | Conflict and Dispute Resolution                | BOOK NOW!    |
| 19     | Problem Solving & Decision Making              | BOOK NOW!    |
| 20     | Time Management                                | BOOK NOW!    |
| 21     | Excel Advanced                                 | BOOK NOW!    |
| 28     | Dealing with Difficult People & Negativity     | BOOK NOW!    |

## June

|    |  |           |
|----|--|-----------|
| 4  | Communicating with Confidence          | BOOK NOW! |
| 9  | Introduction to Emotional Intelligence | BOOK NOW! |
| 24 | Introduction to NLP                    | BOOK NOW! |

## July

|         |   |           |
|---------|---|-----------|
| 1       | Leading your Team & Raising the Bar     | BOOK NOW! |
| 14      | Essential Art of Persuasion & Influence | BOOK NOW! |
| 21 & 22 | Introduction to People Management       | BOOK NOW! |

## August

|    |  |           |
|----|--|-----------|
| 4  | Excel Introduction Plus                    | BOOK NOW! |
| 12 | Dealing with Difficult People & Negativity | BOOK NOW! |

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## September

|                    |   |                  |
|--------------------|---|------------------|
| <b>8 &amp; 15</b>  | Mastering People Management                       | <b>BOOK NOW!</b> |
| <b>9</b>           | Time Management                                   | <b>BOOK NOW!</b> |
| <b>10</b>          | The Art of Delegation, Motivation and Empowerment | <b>BOOK NOW!</b> |
| <b>17</b>          | Assertiveness, Self Confidence & Communication    | <b>BOOK NOW!</b> |
| <b>22</b>          | Excel Intermediate                                | <b>BOOK NOW!</b> |
| <b>23</b>          | Train the Trainer                                 | <b>BOOK NOW!</b> |
| <b>24</b>          | Supervision Skills                                | <b>BOOK NOW!</b> |
| <b>29 &amp; 30</b> | Introduction to People Management                 | <b>BOOK NOW!</b> |

## October

|           |   |                  |
|-----------|---|------------------|
| <b>1</b>  | Mental Health Awareness at Work           | <b>BOOK NOW!</b> |
| <b>7</b>  | Finance for Non-Finance Managers          | <b>BOOK NOW!</b> |
| <b>8</b>  | Leading your Team & Raising the Bar       | <b>BOOK NOW!</b> |
| <b>20</b> | Managing for Efficiency and Effectiveness | <b>BOOK NOW!</b> |
| <b>21</b> | Excel Advanced                            | <b>BOOK NOW!</b> |
| <b>22</b> | Customer Service Excellence               | <b>BOOK NOW!</b> |

## November

|           |   |                  |
|-----------|---|------------------|
| <b>3</b>  | Time Management                             | <b>BOOK NOW!</b> |
| <b>10</b> | Positive Psychology, Strengths & Resilience | <b>BOOK NOW!</b> |
| <b>11</b> | Excel Introduction Plus                     | <b>BOOK NOW!</b> |
| <b>12</b> | Dealing with Difficult People & Negativity  | <b>BOOK NOW!</b> |

|           |  |                  |
|-----------|--|------------------|
| <b>17</b> | Assertiveness, Self Confidence & Communication           | <b>BOOK NOW!</b> |
| <b>18</b> | Introduction to NLP                                      | <b>BOOK NOW!</b> |
| <b>19</b> | Presentation Skills                                      | <b>BOOK NOW!</b> |
| <b>24</b> | The Art of Delegation, Motivation & Empowerment          | <b>BOOK NOW!</b> |
| <b>30</b> | Introduction to People Management<br><b>(Day 1 of 2)</b> | <b>BOOK NOW!</b> |

## December

|                  |  |                  |
|------------------|--|------------------|
| <b>1</b>         | Introduction to People Management<br><b>(Day 2 of 2)</b> | <b>BOOK NOW!</b> |
| <b>2 &amp; 9</b> | Mastering People Management                              | <b>BOOK NOW!</b> |
| <b>3</b>         | Problem Solving and Decision Making                      | <b>BOOK NOW!</b> |

**Open Courses are charged at £219 + VAT per day, but savings of up to 20% can be made when booked as part of a [Learning Passport](#)**