

## Short Course Calendar Oct – Dec 2016

Leadership and Management	Dates	Price per person
Leading with Emotional Intelligence	19 October	£125.00
Managing People Effectively	3 & 4 November	£245.00
Investigating Disciplinary Hearings	24 November	£125.00
Interview Skills for Managers	13 December	£125.00
Business and Professional		
Developing Presentation Skills	12 October	£125.00
Train the Trainer	17 & 18 October	£245.00
TAQA Level 3 Award	21 October, 18 November, 16 December	£350.00 per unit
Excellence in Customer Service	31 October	£125.00
Communication Skills	9 November	£125.00
Emotional Intelligence Introduction	16 November	£125.00
Minute Taking	16 November	£75.00
Time Management & Getting Organised	22 November	£125.00
Finance for Non-Financial Managers	1 & 2 December	£245.00

Call 02920 250 350 to book or for more information

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Managing Stress	6 December	£125.00
<b>IT</b>		
MS Excel Intermediate	20 October	£125.00
MS PowerPoint	25 November	£125.00
<b>Health and Safety</b>		
Emergency First Aid at Work	21 October	£125.00
COSHH	24 November	£65.00
Fire Warden Training	24 November	£65.00
IOSH Working Safely	23 November	£125.00
CIEH Level 2 Award Manual Handling	28 November	£65.00
<b>Catering and Hospitality</b>		
CIEH Level 2 Award in Food Safety	17 October , 14 November , 12 December	£65.00
CIEH Level 3 Award Supervising Food Safety	4 , 11 & 18 October	£295.00
CIEH Level 2 Award in Allergens Awareness	7 November	£65.00
CIEH Food Safety HACCP	10 November	125.00
HABC Personal Licence	17 November	£125.00

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