

Leadership and Management Development One Day Courses

Course Title	April	May	June	Cost
Leadership Skills	1st / 30th		11th	£169
Assertiveness	2nd	1st	24th	£169
Communication Skills	3rd		3rd	£169
On Job Coaching	8th	29th	4th	£169
Phone Rage	9th		5th	£169
Presentation skills	29th		10th	£169
Problem Solving	10th	8th	12th	£169

IT One Day Courses

Course Title	April	May	June	Cost
Excel Basic	1/2/3 rd			£119
Word Basic	8/9/10 th			£119
PowerPoint Basic	15/16/17 th			£119
Excel Intermediate		6/7/8 th		£119
Word Intermediate		13/14/15 th		£119
PowerPoint Intermediate		20/21/22 nd		£119
Excel Advanced			3/4/5 th	£119
Word Advanced			10/11/12 th	£119
PowerPoint Advanced			17/18/19 th	£119

Chartered Institute of Environmental Health (CIEH) Two Day Course

Course Title	April	May	June	Cost
**Risk Assessment				£198

CIEH One Day Courses

Course Title	April	May	June	Cost
** Workplace H&S	8/22 nd	13/27 th	10/24 th	£119
Environmental Awareness	7/14/21/28 th	12/19 th	2/9/16/23/30 th	£119

CIEH Half Day Courses

Course Title	April	May	June	Cost
Manual Handling	23rd	21st	25th	£50
COSHH	23rd	21st	25th	£50

Royal Society for the Promotion of Health One Day Courses

Course Title	April	May	June	Cost
Level 2 Award Food Safety	7/14/21/28 th	12/19 th	2/9/16/23/30 th	£119

“Talk” to us for further details, to request a copy of our full course portfolio
Or to discuss custom built training programs, group reductions
and individual development packages.
Call Jane or Jacqui on 01443 848300 or email corporate@talktraining.co.uk

