

Leadership and Management Development One Day Courses

Course Title	Jan	Feb	March	Cost Per Delegate per day
Leadership Skills	8th	12th	4th	£169
Assertiveness	9th	13th		£169
Communication Skills	10th	26th		£169
On Job Coaching	22nd		11th	£169
Phone Rage	23rd	27th		£169
Presentation skills	24th		27th	£169
Problem Solving	10th	7th	6th	£169

ILM Flexible Packages

We have a full range of Leadership and Management courses that could be delivered as a flexible package to support your commitment to employee development programmes. Some have a limited number of places in order to ensure a more individual quality learning experience.

These courses could also form part of, or all of the guided learning hours required for ILM accredited programs (level 2 in Team leading, level 3 - 5 in Management), should you or your employees be interested in completion of the full ILM frameworks to level 5.

Client Testimonials

'I found the course both interesting and relevant' – Rowena Bines, Financial Services Manager

'Thank you for the excellent course. Mark & I found it informative and we have come away with useful ideas for the future!' – Paul Davis, Quality Manager, WRC-NSF Ltd

'On behalf of my team members and myself can I take this opportunity to express our thanks for the excellent course provided by you in terms of content and the presentation of the training package.' – Mark Saggs, Quality Leader, Panasonic Computer Products Europe

IT One Day Courses

Course Title	Jan	Feb	March	Cost Per Delegate per day
Excel Basic	8/9/10th			£119
Word Basic	15/16/17th			£119
PowerPoint Basic	22/23/24th			£119
Excel Intermediate		5/6/7th		£119
Word Intermediate		12/13/14th		£119
PowerPoint Intermediate		19/20/21st		£119
Excel Advanced			4/5/6th	£119
Word Advanced			11/12/13th	£119
PowerPoint Advanced			18/19/20th	£119

English for Speakers of other Languages

Contact us for further details on ESOL Skills for Work available Feb 2008



**Corporate Academy Course Schedule
Jan – Mar 2008**



Chartered Institute of Environmental Health (CIEH) Two Day Course

Course Title	Jan	Feb	March	Cost Per Delegate per course
**Risk Assessment			4/19th	£198

CIEH One Day Courses

Course Title	Jan	Feb	March	Cost Per Delegate per day
** Workplace H&S	8/22nd	12/26th	11/26th	£119
Environmental Awareness	7/14/21/28th	4/11/18/25th	3/10/17/31st	£119

CIEH Half Day Courses

Course Title	Jan	Feb	March	Cost Per Delegate per ½ day
Manual Handling	16th	27th	28th	£50
COSHH	16th	27th	28th	£50

Royal Society for the Promotion of Health One Day Courses

Course Title	Jan	Feb	March	Cost Per Delegate per day
Level 2 Award Food Safety	7/14/21/28th	4/11/18/25th	3/10/17/26/31st	£119

On site Fork Lift Truck Courses

Course Title	Jan	Feb	March	Course Duration
Counter Balance Novice	TBC	TBC	TBC	5 day (max 3 delegates)
Counter Balance Refresher	TBC	TBC	TBC	2 day (max 3 delegates)
Counter Balance Refresher	TBC	TBC	TBC	1 day (1 delegate)

Please contact us for course availability and costs

**** Denotes QCA Accredited**

Our CIEH programmes help to ensure your organisation keeps up to date with current regulations, legislation and has effective H&S management in the workplace.

Programmes cover employee and employer responsibilities and are suitable for Employees and Management.

Course prices include registration/ certification fees where applicable and can be delivered on or off site.

“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**

