

Course Schedule January - July 2012

Course Title	Date	Day	Start time	Finish Time	Course Length	Price
Motivation and Confidence Building Workshop	6-Jan-12	Fri	9.30	11.30	1/ 2 Day	Free
CV Building Workshop	6-Jan-12	Fri	12.30	2.00	1.5 hrs	Free
Interview Skills Workshop	6-Jan-12	Fri	3.00	4.30	1.5 hrs	Free
Managing Stress in the Workplace	11-Jan-12	Weds	9.30	12.30	1/2 Day	£25
Assertiveness for Managers	11-Jan-12	Weds	1.30	4.30	1/2 Day	£25
Time Management	12-Jan-12	Thurs	9.30	12.30	1/2 Day	£25
The Art of Delegation	12-Jan-12	Thurs	1.30	4.30	1/2 Day	£25
CIEH Health & Safety in the Workplace	13-Jan-12	Fri	9.00	5.00	1 Day	£70
CIEH Level 2 Food Safety in Catering	16-Jan-12	Mon	9.00	5.00	1 Day	£70
Change and Crisis Management	17-Jan-12	Tues	9.30	12.30	1/2 Day	£25
Making Stress Work for You	17-Jan-12	Tues	1.30	4.30	1/2 Day	£25
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	18-Jan-12	Weds	9.30	4.30	Day 1	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	19-Jan-12	Thurs	9.30	4.30	Day 2	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	20-Jan-12	Fri	9.30	4.30	Day 3	£450
Training Skills and Practice (3 day course)	18-Jan-12	Weds	9.30	4.30	Day 1	£240
Training Skills and Practice (3 day course)	19-Jan-12	Thurs	9.30	4.30	Day 2	£240
Training Skills and Practice (3 day course)	20-Jan-12	Fri	9.30	4.30	Day 3	£240
Fire Warden	23-Jan-12	Mon	10.00	1.00	1/2 Day	£30
Fire Warden	23-Jan-12	Mon	1.30	4.30	1/2 Day	£30 ¹
Equality & Diversity	24-Jan-12	Tues	9.30	4.30	1 Day	£45

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Course Title	Date	Day	Start time	Finish Time	Course Length	Price
Data Protection	25-Jan-12	Weds	9.30	12.30	1/2 Day	£25
Trading Lawfully	25-Jan-12	Weds	1.30	4.30	1/2 Day	£25
CIEH Conflict Resolution and Personal Safety	26-Jan-12	Thurs	9.00	5.00	1 Day	£75
WorldHost' - Principles of Customer Service	30-Jan-12	Mon	9.30	4.30	1 Day	£85
Assert Yourself and Build Confidence	31-Jan-12	Tues	9.30	4.30	1 Day	£45
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	1-Feb-12	Weds	9.30	4.30	Day 4	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	2-Feb-12	Thurs	9.30	4.30	Day 5	£450
HSE Emergency First Aid at Work	7-Feb-12	Tues	9.30	4.30	1 Day	£75
CIEH Environmental Principles and Best Practice	8-Feb-12	Weds	9.30	4.30	1 Day	£75
Motivation and Confidence Building Workshop	10-Feb-12	Fri	9.30	11.30	1/ 2 Day	Free
CV Building Workshop	10-Feb-12	Fri	12.30	2.00	1.5 hrs	Free
Interview Skills Workshop	10-Feb-12	Fri	3.00	4.30	1.5 hrs	Free
Fire Warden	20-Feb-12	Mon	10.00	1.00	1/2 Day	£30
Fire Warden	20-Feb-12	Mon	1.30	4.30	1/2 Day	£30
CIEH Level 2 Food Safety in Catering	21-Feb-12	Tues	9.00	5.00	1 Day	£70
Develop Yourself as a Team Leader	22-Feb-12	Weds	9.30	4.30	1 Day	£45
Leading Your Work Team	23-Feb-12	Thurs	9.30	4.30	1 Day	£45
Problem Solving Techniques	24-Feb-12	Fri	9.30	4.30	1 Day	£45
WorldHost' - Principles of Customer Service	28-Feb-12	Tues	9.30	4.30	1 Day	£85
Maximising Telephone Sales	29-Feb-12	Weds	9.30	12.30	1/2 Day	£25



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Course Title	Date	Day	Start time	Finish Time	Course Length	Price
Neurolinguistic Programming - An Introduction	6-March-12	Tues	9.30	4.30	1 Day	£45
Neurolinguistic Programming - Improvers	7-March-12	Weds	9.30	4.30	1 Day	£45
Assert Yourself and Build Confidence	8-March-12	Thurs	9.30	4.30	1 Day	£45
Motivation and Confidence Building Workshop	9-March-12	Fri	9.30	11.30	1/ 2 Day	Free
CV Building Workshop	9-March-12	Fri	12.30	2.00	1.5 hrs	Free
Interview Skills Workshop	9-March-12	Fri	3.00	4.30	1.5 hrs	Free
Time Management	13-March-12	Tues	9.30	12.30	1/2 Day	£25
Data Protection	13-March-12	Tues	1.30	4.30	1/2 Day	£25
Presentation Skills	15-March-12	Thurs	9.30	4.30	1 Day	£45
CIEH Health & Safety in the Workplace	16-March-12	Fri	9.00	5.00	1 Day	£70
CIEH Level 2 Food Safety in Catering	19-March-12	Mon	9.00	5.00	1 Day	£70
Effective Telephone Skills and Dealing with Conflict	20-March-12	Tues	9.30	12.30	1/ 2 Day	£25
Motivational Techniques and Getting the Best out of your Team	22-March-12	Thurs	9.30	4.30	1 Day	£45
Fire Warden	27-March-12	Mon	10.00	1.00	1/2 Day	£30
Fire Warden	27-March-12	Mon	1.30	4.30	1/2 Day	£30
The Art of Negotiation	17-April-12	Tues	9.30	4.30	1 Day	£45
Assertiveness for Managers	18-April-12	Weds	9.30	12.30	1/2 Day	£25
The Art of Delegation	18-April-12	Weds	1.30	4.30	1/2 Day	£25
CIEH Level 2 Food Safety in Catering	19-April-12	Thurs	9.00	5.00	1 Day	£70
CIEH Conflict Resolution and Personal Safety	23-April-12	Mon	9.30	4.30	1 Day	£75

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Course Title	Date	Day	Start time	Finish Time	Course Length	Price
Develop Yourself as a Team Leader	24-April-12	Tues	9.30	4.30	1 Day	£45
Problem Solving Techniques	25-April-12	Weds	9.30	4.30	1Day	£45
Equality & Diversity	26-April-12	Thurs	9.30	4.30	1 Day	£45
WorldHost' - Principles of Customer Service	30-April-12	Mon	9.30	4.30	1 Day	£85
Developing the Work Team	16-May-12	Weds	9.30	4.30	1 Day	£45
CIEH Environmental Principles and Best Practice	17-May-12	Thurs	9.00	5.00	1 Day	£75
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	21-May-12	Mon	9.30	4.30	Day 1	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	22-May-12	Tues	9.30	4.30	Day 2	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	23-May-12	Weds	9.30	4.30	Day 3	£450
Training Skills and Practice (3 day course)	21-May-12	Mon	9.30	4.30	Day 1	£240
Training Skills and Practice (3 day course)	22-May-12	Tues	9.30	4.30	Day 2	£240
Training Skills and Practice (3 day course)	23-May-12	Weds	9.30	4.30	Day 3	£240
CIEH Level 2 Food Safety in Catering	24-May-12	Thurs	9.00	5.00	1 Day	£70
CIEH Health & Safety in the Workplace	25-May-12	Fri	9.00	5.00	1 Day	£70
Leading your Work Team	13-June-12	Weds	9.30	4.30	1 Day	£45
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	14-June-12	Weds	9.30	4.30	Day 4	£450
Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day	15-June-12	Thurs	9.30	4.30	Day 5	£450
Developing the Work Team	12-July-12	Thurs	9.30	4.30	1 Day	£45
CIEH Health & Safety in the Workplace	13-July-12	Fri	9.00	5.00	1 Day	£70

Course Schedule October –December 2011

Course Title	Date	Day	Start time	Finish Time	Course Length	Price
Neurolinguistic Programming - Improvers	25-Nov11	Fri	9.30	4.30	1 Day	£45
Effective Telephone Skills and Dealing with Conflict	29-Nov-11	Tues	9.30	4.30	1 Day	£45
Fire Warden	30-Nov-11	Weds	10.00	1.00	1/2 Day	£30
Fire Warden	30-Nov-11	Weds	1.30	4.30	1/2 Day	£30
Managing Stress in the Workplace	1-Dec-11	Thurs	9.30	12.30	1/2 Day	£25
Making Stress Work for You	1-Dec-11	Thurs	1.30	4.30	1/2 Day	£25
CIEH Level 2 Food Safety in Catering	6-Dec-11	Tues	9.00	5.00	1 Day	£70
Motivation and Confidence Building Workshop	09-Dec-11	Thurs	9.30	11.30	1/ 2 Day	Free
CV Building Workshop	09-Dec-11	Thurs	12.30	2.00	1.5 hrs	Free
Interview Skills Workshop	09-Dec-11	Thurs	3.00	4.30	1.5 hrs	Free

Schedule correct at time of going to press. Please contact skillscentre:mk for any relevant updates.