



INTRODUCING OUR SERIES OF
SHORT & EFFECTIVE
WORKSHOPS & FULL DAY
MANAGEMENT COURSES

These courses will help increase your management toolkit and ensure you are equipped to sustain morale whilst mitigating the economic turnaround.

All courses are being run at Highlands College with the evening sessions running from 4.00pm until 7.00pm and the full day courses between 9.00am and 5.00pm.

The short courses are a great introduction to specific management areas and are great value at just **£49.00**. The more comprehensive full day courses cost **£120.00**.

As a special promotion if you buy the full package of 5 full day courses and 5 evening sessions we will give these to you at a special discounted price of **£799.00**. You can even send different employees to each course for complete flexibility. Just block book all the sessions and the choice is yours as to who you send when!

DATE	TIME	COURSE TITLE	COST
Friday 16th September	9AM - 5PM	Managing Conflict	£120
Thursday 22nd September	9AM - 5PM	Coaching with NLP	£120
Thursday 29th September	9AM - 5PM	Interview Skills	£120
Thursday 6th October	9AM - 5PM	Emotional Intelligence	£120
Wednesday 12th October	9AM - 5PM	Effective Customer Care	£120
Wednesday 26th October	4PM - 7 PM	Leading Meetings	£49
Wednesday 9th November	4PM - 7 PM	Team Building Skills	£49
Wednesday 23rd November	4PM - 7 PM	Appraisal Skills	£49
Wednesday 7th December	4PM - 7 PM	Effective Presentation Skills	£49
Wednesday 14th December	4PM - 7 PM	Time Management Skills	£49
Full Package of Courses			£799

TO BOOK YOUR PLACE ON ANY OF THESE COURSES CONTACT
JACKIE BARETTE or KERRY HAYES

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