

TRAINING LIST.

2024

BUSINESS SKILLS

Microsoft Excel Beginner 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Wednesday 6 March | Tuesday 3 September

Microsoft Excel Intermediate 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Thursday 11 April | Tuesday 8 October

Microsoft Excel Advanced 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Thursday 16 May | Thursday 14 November

HEALTH & SAFETY

Emergency First Aid at Work 9:00am-4:00pm **Members £100^{vat} | Non-Members £140^{vat}** | Lunch ✗
Tuesday 26 March | Tuesday 11 June | Thursday 7 November

Fire Marshall Training 9:00am-4:00pm **Members £100^{vat} | Non-Members £140^{vat}** | Lunch ✗
Thursday 25 April | Wednesday 11 September

Essential Health & Safety 9:00am-4:00pm **Members £100^{vat} | Non-Members £140^{vat}** | Lunch ✗
Tuesday 23 April | Tuesday 24 September

Practical Risk Assessment Training 9:00am-4:00pm **Members £100^{vat} | Non-Members £140^{vat}** | Lunch ✗
Thursday 9 May | Thursday 24 October

HR

Conflict Management Training 9:30am-12:00pm **Members £120^{vat} | Non-Members £160^{vat}** | Lunch ✗
Tuesday 25 June | Thursday 21 November

Introduction to HR for Non-HR Managers 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Thursday 18 April | Thursday 12 September

Appraisals & Reviews 1:00pm-4:00pm **Members £120^{vat} | Non-Members £160^{vat}** | Lunch ✗
Tuesday 25 June | Thursday 21 November

LEADERSHIP

Essential Supervisory Skills 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Tuesday 16 April | Thursday 5 September

Essential Management Skills 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Tuesday 14 May | Tuesday 1 October

Advanced Management Skills 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Thursday 20 June | Tuesday 5 November

Project Management Essentials 9:30am-4:30pm **Members £180^{vat} | Non-Members £220^{vat}** | Lunch ✓
Wednesday 12 June | Wednesday 16 October

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