

**2012 Open Courses Schedule**

Course	Duration (days)	City	Start Date	Finish Date	Price
<b>JANUARY</b>					
Successful Supervisory Management	3	London	04/01/2012	06/01/2012	£1,250
Project Management People Skills	2	London	05/01/2012	06/01/2012	£850
New to Team Leadership	2	London	05/01/2012	06/01/2012	£850
Presentation Skills	2	London	05/01/2012	06/01/2012	£850
Project Evaluation	2	London	05/01/2012	06/01/2012	£850
Time Management	1	Birmingham	06/01/2012	06/01/2012	£475
Righting Written English	1	London	06/01/2012	06/01/2012	£475
Customer Relationship Management	1	London	06/01/2012	06/01/2012	£475
Effective Negotiation Skills	2	London	09/01/2012	10/01/2012	£850
Training the Trainer	3	London	09/01/2012	11/01/2012	£1,250
Time Management	1	London	10/01/2012	10/01/2012	£475
Effective Account Management	1	London	11/01/2012	11/01/2012	£475
Employment Law	2	London	11/01/2012	12/01/2012	£850
Assertiveness	1	London	12/01/2012	12/01/2012	£475
Finance for Non Financial Managers	2	London	12/01/2012	13/01/2012	£850
HR as a Business Partner	1	London	13/01/2012	13/01/2012	£475
Absence Management	1	London	13/01/2012	13/01/2012	£475
Learning and Development needs Analysis	1	London	13/01/2012	13/01/2012	£475
Essential Performance Management	1	London	16/01/2012	16/01/2012	£475
Introduction to CHAMPS2®	1	London	16/01/2012	16/01/2012	£499
Personal Impact	1	London	16/01/2012	16/01/2012	£499
Proofamatics	1	London	17/01/2012	17/01/2012	£475
Effective Delegation	1	London	18/01/2012	18/01/2012	£475
The Balanced Scorecard	1	London	20/01/2012	20/01/2012	£475
Disciplinary & Grievance Interviewing	1	London	18/01/2012	18/01/2012	£475
Commercial Awareness	1	London	19/01/2012	19/01/2012	£475
Successful Telesales	1	London	19/01/2012	19/01/2012	£475
Professional Email Writing	1	London	20/01/2012	20/01/2012	£475
Presentation Masterclass for Leaders	1	London	20/01/2012	20/01/2012	£475
Successful Budgeting	1	London	23/01/2012	23/01/2012	£475
Interpersonal Skills	2	London	23/01/2012	24/01/2012	£850
Recruitment and Selection	2	London	24/01/2012	25/01/2012	£850
Situational Leadership®	2	London	24/01/2012	25/01/2012	1,200
Customer Service Excellence	1	London	25/01/2012	25/01/2012	£475
Management Fundamentals - 3 Days to Build Success	3	Cotswolds, Worcestershire	25/01/2012	27/01/2012	£1,250
Interpersonal Skills	2	Birmingham	26/01/2012	27/01/2012	£850
Communication Skills for Managers	2	London	26/01/2012	27/01/2012	£850
An Introduction to NLP	1	London	27/01/2012	27/01/2012	£475
Advanced Selling Skills	1	London	30/01/2012	30/01/2012	£475
Certificate in Professional Administration	2	London	30/01/2012	31/01/2012	£850
Information Security	2	London	30/01/2012	31/01/2012	£850
Management of Value™ (MoV) Foundation	2	London	30/01/2012	31/01/2012	£650
Righting Written English	1	Birmingham	31/01/2012	31/01/2012	£475
Project Management Overview	1	London	31/01/2012	31/01/2012	£475
<b>FEBRUARY</b>					
Leading Change	1	London	01/02/2012	01/02/2012	£475
Successful Supervisory Management	3	London	01/02/2012	03/01/2012	£1,250
Action Learning for Effective Problem Solving	1	London	01/02/2012	01/02/2012	£475
Project Management Overview	1	London	02/02/2012	02/02/2012	£475
Finance for Non Financial Managers	2	Birmingham	02/02/2012	03/02/2012	£850
Time Management	1	London	03/02/2012	03/02/2012	£475
Righting Written English	1	London	03/02/2012	03/02/2012	£475
Project Management Overview	1	Manchester	06/02/2012	06/02/2012	£475
New to Team Leadership	2	London	06/02/2012	07/02/2012	£850
Training the Trainer	3	London	06/02/2012	08/02/2012	£1,250
Think on your Feet®	2	London	06/02/2012	07/02/2012	£949
Key Partnership Working	1	London	06/02/2012	06/02/2012	£475
OBASHI® Foundation	3	London	06/02/2012	08/02/2012	£995
Managing People Problems	1	London	07/02/2012	07/02/2012	£475
Emotional Intelligence	1	London	07/02/2012	07/02/2012	£475
Confidence in the Workplace	1	London	08/02/2012	08/02/2012	£475
Finance for Non Financial Managers	2	London	09/02/2012	06/06/2012	£850
Effective Negotiation Skills	2	London	09/02/2012	29/08/2012	£850

Enabling Commissioning	1	London	09/02/2012	22/10/2012	£475
Report Writing	1	London	10/02/2012	10/02/2012	£475
Effective Minute Taking	1	London	10/02/2012	10/02/2012	£475
The Sales Activator® for Sales Managers	1	London	10/02/2012	10/02/2012	£999
Interpersonal Skills	2	London	13/02/2012	14/02/2012	£850
Project leadership Review Day	1	London	13/02/2012	13/02/2012	£475
Leadership Masterclass	1	London	13/02/2012	13/02/2012	£475
Facilitation Skills	1	London	14/02/2012	14/02/2012	£475
Situational Leadership®	2	London	14/02/2012	15/02/2012	1,200
Effective Middle Management	3	London	15/02/2012	17/02/2012	£1,250
Developing Internal Communication Strategy	2	London	16/02/2012	17/02/2012	£850
Leading in Challenging Times	2	London	16/02/2012	17/02/2012	£850
Achieving More with Less: The Lean approach to Delivering Public Services	1	London	17/02/2012	17/02/2012	£475
Effective Negotiation Skills	2	Birmingham	20/02/2012	21/02/2012	£850
Communication Skills at Work	2	London	20/02/2012	21/02/2012	£850
Writing for the Web	1	London	20/02/2012	20/02/2012	£475
CHAMPS2® Foundation	3	London	20/02/2012	22/02/2012	£995
CHAMPS2® Foundation and Practitioner	5	London	20/02/2012	24/02/2012	£1,250
Diploma in Professional Administration	3	London	21/02/2012	23/02/2012	£1,450
Health & Safety at Work	1	London	23/02/2012	23/02/2012	£475
CHAMPS2® Conversion	2	London	23/02/2012	24/02/2012	£650
Valuing Diversity	1	London	08/02/2012	08/02/2012	£499
Successful Supervisory Management	3	Birmingham	27/02/2012	29/02/2012	£1,250
Integrated Internal Communication	3	London	22/02/2012	24/02/2012	£1,250
Political Awareness	3	London	27/02/2012	29/02/2012	£1,250
Introduction to Successful Sales	1	London	27/02/2012	27/02/2012	£475
PRINCE2® Re-Registration & Briefing	1	London	28/02/2012	28/02/2012	£499
Influencing and Persuading Skills	1	London	29/02/2012	29/02/2012	£475
Liberating Leadership	1	London	29/02/2012	29/02/2012	£475
<b>MARCH</b>					
Customer Service Excellence	1	London	22/02/2012	22/02/2012	£475
Building and Using Competency Frameworks	2	London	01/03/2012	02/03/2012	£850
Creative Problem Solving	2	London	01/03/2012	02/03/2012	£850
Time Management	1	London	02/03/2012	02/03/2012	£475
Finance for Non Financial Managers	2	London	05/03/2012	05/03/2012	£850
Righting Written English	1	London	05/03/2012	05/03/2012	£475
HR as a Business Partner	1	London	05/03/2012	05/03/2012	£475
MSP® (2007) Advanced Practitioner	2	London	08/03/2012	09/03/2012	£650
Successful Supervisory Management	3	London	05/03/2012	07/03/2012	£1,250
Project Management Overview	1	London	06/03/2012	06/03/2012	£475
Training the Trainer	3	London	07/03/2012	09/03/2012	£1,250
Successful Team Leadership	3	London	07/03/2012	09/03/2012	£1,250
New to Team Leadership	2	London	08/03/2012	09/03/2012	£850
Effective Negotiation Skills	2	London	08/03/2012	09/03/2012	£850
Situational Leadership®	2	London	08/03/2012	09/03/2012	1,200
Project Management Overview	1	Birmingham	09/03/2012	09/03/2012	£475
Proofamatics	1	London	12/03/2012	12/03/2012	£475
Advanced Selling Skills	1	London	12/03/2012	12/03/2012	£475
Successful Supervisory Management: Review Day	1	London	12/03/2012	12/03/2012	£475
New to Team Leadership	2	Birmingham	12/03/2012	13/03/2012	£850
MSP® (2007) Foundation	3	London	12/03/2012	14/03/2012	£995
Training the Trainer	3	Birmingham	12/03/2012	14/03/2012	£1,250
MSP® (2007) Foundation & Practitioner	5	London	12/03/2012	16/03/2012	£1,250
Building Effective Teams	1	London	13/03/2012	13/03/2012	£475
Effective Account Management	1	London	14/03/2012	14/03/2012	£475
Personal Impact	1	London	15/03/2012	15/03/2012	£499
New to Team Leadership	2	Manchester	15/03/2012	16/03/2012	£850
Interpersonal Skills	2	London	15/03/2012	16/03/2012	£850
Effective Delegation	1	London	16/03/2012	16/03/2012	£475
Successful Budgeting	1	London	16/03/2012	16/03/2012	£475
MSP® (2007) Practitioner Re-Registration	1	London	06/03/2012	06/03/2012	£499
Essentials of Numeracy	1	London	19/03/2012	19/03/2012	£475
Aligning Learning to Business Strategy	2	London	19/03/2012	20/03/2012	£850
Project Management Tools & Techniques	3	London	19/03/2012	21/03/2012	£1,250
PRINCE2® Foundation & Practitioner	5	London	19/03/2012	23/03/2012	£1,250
An Introduction to NLP	1	London	20/03/2012	20/03/2012	£475
The Balanced Scorecard	1	London	23/03/2012	23/03/2012	£475
Commercial Awareness	1	London	22/03/2012	22/03/2012	£475
Read Faster, Read Smarter	1	London	22/03/2012	22/03/2012	£475
PRINCE2® Conversion	2	London	02/02/2012	03/02/2012	£650
PRINCE2® Conversion	2	London	22/03/2012	23/03/2012	£650
MSP® (2007) Advanced Practitioner Re-Registration	1	London	07/03/2012	07/03/2012	£499
Process Improvement to Raise Performance	1	London	23/03/2012	23/03/2012	£475

Running Small Projects	1	London	23/03/2012	23/03/2012	£475
Conflict Resolution	2	London	26/03/2012	27/03/2012	£850
Building a Customer Service Culture	1	London	26/03/2012	26/03/2012	£475
Driving Exceptional Customer Service	1	London	26/03/2012	26/03/2012	£475
Advanced Interpersonal Skills	2	London	26/03/2012	27/03/2012	£1,250
Consultative Selling Skills	2	London	26/03/2012	27/03/2012	£850
Essential Coaching Tools and Techniques	1	London	28/03/2012	28/03/2012	£475
Organisational Development: An Introduction	1	London	29/03/2012	29/03/2012	£475
MSP® (2007) Conversion	2	London	15/03/2012	16/03/2012	£650
Action Learning: The Tool	1	London	30/03/2012	30/03/2012	£475
Communicating Positive Change in Public Services	1	London	30/03/2012	30/03/2012	£475
Valuing Diversity	1	London	16/04/2012	16/04/2012	£499
<b>APRIL</b>					
Management Fundamentals - 3 Days to Build Success	3	Cotswolds, Worcestershire	11/04/2012	13/04/2012	£1,250
Disciplinary & Grievance Interviewing	1	London	22/03/2012	22/03/2012	£475
Righting Written English	1	London	02/04/2012	02/04/2012	£475
Influencing and Persuading Skills	1	London	02/04/2012	02/04/2012	£475
Finance for Non Financial Managers	2	London	02/04/2012	03/04/2012	£850
Communication Skills for Managers	2	London	02/04/2012	03/04/2012	£850
Action Learning for Effective Problem Solving	1	London	03/04/2012	03/04/2012	£475
Successful Telesales	1	London	03/04/2012	03/04/2012	£475
Employment Law	2	London	03/04/2012	04/04/2012	£850
Managing People Problems	1	London	04/04/2012	04/04/2012	£475
Effective Minute Taking	1	London	04/04/2012	04/04/2012	£475
Health & Safety at Work	1	London	05/04/2012	05/04/2012	£475
Introduction to CHAMPS2®	1	London	05/04/2012	05/04/2012	£499
Time Management	1	London	10/04/2012	10/04/2012	£475
Righting Written English	1	Birmingham	10/04/2012	10/04/2012	£475
Enabling Commissioning	1	London	10/04/2012	10/04/2012	£475
New to Team Leadership	2	London	10/04/2012	11/04/2012	£850
Successful Supervisory Management	3	London	11/04/2012	13/04/2012	£1,250
Management of Value™ (MoV) Foundation	2	London	11/04/2012	12/04/2012	£650
Project Management Overview	1	London	12/04/2012	12/04/2012	£475
Effective Negotiation Skills	2	London	12/04/2012	13/04/2012	£850
Project Evaluation	2	London	12/04/2012	13/04/2012	£850
Essential performance Management	1	London	13/04/2012	13/04/2012	£475
Time Management	1	Birmingham	16/04/2012	16/04/2012	£475
Project Management People Skills	2	London	16/04/2012	17/04/2012	£850
Successful Supervisory Management	3	Manchester	16/04/2012	18/04/2012	£1,250
Emotional Intelligence	1	London	17/04/2012	17/04/2012	£475
Training the Trainer	3	London	18/04/2012	20/04/2012	£1,250
Recruitment and Selection	2	London	19/04/2012	20/04/2012	£850
Presentation Masterclass for Leaders	1	London	23/04/2012	23/04/2012	£475
Effective Negotiation Skills	2	Manchester	23/04/2012	24/04/2012	£850
Certificate in Professional Administration	2	London	24/04/2012	25/04/2012	£850
Interpersonal Skills	2	London	26/04/2012	27/04/2012	£850
information Security	2	London	26/04/2012	27/04/2012	£850
Situational Leadership®	2	Fleet	26/04/2012	27/04/2012	1,200
Commercial Awareness	1	London	30/04/2012	30/04/2012	£475
Assertiveness	1	London	30/04/2012	30/04/2012	£475
Interpersonal Skills	2	Manchester	30/04/2012	01/05/2012	£850
Valuing Diversity	1	London	23/08/2012	23/08/2012	£499
<b>MAY</b>					
Time Management	1	London	01/05/2012	01/05/2012	£475
Righting Written English	1	London	01/05/2012	01/05/2012	£475
Project Management Overview	1	London	01/05/2012	01/05/2012	£475
Leading Change	1	London	02/05/2012	02/05/2012	£475
OBASHI® Foundation	3	London	02/05/2012	03/05/2012	£995
Situational Leadership®	2	London	03/05/2012	04/05/2012	1,200
New to Team Leadership	2	London	03/05/2012	04/05/2012	£850
Consultative Selling Skills	2	London	03/05/2012	04/05/2012	£850
Finance for Non Financial Managers	2	London	03/05/2012	04/05/2012	£850
Proofamatics	1	London	08/05/2012	08/05/2012	£475
Achieving More with Less: The Lean approach to Delivering Public Services	1	London	08/05/2012	08/05/2012	£475
Essentials of Numeracy	1	London	08/05/2012	08/05/2012	£475
New to Team Leadership	2	Birmingham	08/05/2012	09/05/2012	£850
Effective Negotiation Skills	2	London	08/05/2012	09/05/2012	£850
Absence Management	1	London	09/05/2012	09/05/2012	£475
Learning and Development needs Analysis	1	London	09/05/2012	09/05/2012	£475
Successful Supervisory Management	3	London	09/05/2012	11/05/2012	£1,250
Building Effective Teams	1	London	10/05/2012	10/05/2012	£475
Project Management Overview	1	Birmingham	11/05/2012	11/05/2012	£475
Key Partnership Working	1	London	11/05/2012	11/05/2012	£475

Personal Impact	1	London	11/05/2012	11/05/2012	£499
Advanced Selling Skills	1	London	14/05/2012	14/05/2012	£475
Successful Budgeting	1	London	14/05/2012	14/05/2012	£475
Finance for Non Financial Managers	2	Birmingham	14/05/2012	15/05/2012	£850
Interpersonal Skills	2	Birmingham	14/05/2012	15/05/2012	£850
Training the Trainer	3	London	14/05/2012	16/05/2012	£1,250
CHAMPS2® Foundation	3	London	21/05/2012	23/05/2012	£995
CHAMPS2® Foundation and Practitioner	5	London	21/05/2012	25/05/2012	£1,250
Driving Exceptional Customer Service	1	London	15/05/2012	15/05/2012	£475
Presentation Skills	2	London	15/05/2012	16/05/2012	£850
Essential Coaching Tools and Techniques	1	London	16/05/2012	16/05/2012	£475
Customer Relationship Management	1	London	16/05/2012	16/05/2012	£475
Aligning Learning to Business Strategy	2	London	17/05/2012	18/05/2012	£850
Think on your Feet®	2	London	17/05/2012	18/05/2012	£949
Effective Delegation	1	London	18/05/2012	18/05/2012	£475
An Introduction to NLP	1	London	18/05/2012	18/05/2012	£475
HR as a Business Partner	1	London	21/05/2012	21/05/2012	£475
Leadership Masterclass	1	London	21/05/2012	21/05/2012	£475
Interpersonal Skills	2	London	21/05/2012	22/05/2012	£850
Action Learning: The Tool	1	London	22/05/2012	22/05/2012	£475
Effective Account Management	1	London	23/05/2012	23/05/2012	£475
The Balanced Scorecard	1	London	25/05/2012	25/05/2012	£475
PRINCE2® Re-Registration & Briefing	1	London	28/05/2012	28/05/2012	£499
CHAMPS2® Conversion	2	London	24/05/2012	25/05/2012	£650
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Political Awareness	3	London	28/05/2012	29/05/2012	£1,250
Project leadership Review Day	1	London	29/05/2012	29/05/2012	£475
Process Improvement to Raise Performance	1	London	30/05/2012	30/05/2012	£475
Running Small Projects	1	London	31/05/2012	31/05/2012	£475
Building a Customer Service Culture	1	London	31/05/2012	31/05/2012	£475
<b>JUNE</b>					
Time Management	1	London	01/06/2012	01/06/2012	£475
Report Writing	1	London	01/06/2012	01/06/2012	£475
Organisational Development: An Introduction	1	London	01/06/2012	01/06/2012	£475
Communicating Positive Change in Public Services	1	London	01/06/2012	01/06/2012	£475
Creative Problem Solving	2	London	06/06/2012	07/06/2012	£850
Read Faster, Read Smarter	1	London	06/06/2012	06/06/2012	£475
Effective Negotiation Skills	2	London	06/06/2012	07/06/2012	£850
Communication Skills at Work	2	London	06/06/2012	07/06/2012	£850
Successful Supervisory Management	3	London	06/06/2012	08/06/2012	£1,250
Project Management Tools & Techniques	3	London	06/06/2012	08/06/2012	£1,250
Righting Written English	1	London	07/06/2012	07/06/2012	£475
Finance for Non Financial Managers	2	London	07/06/2012	08/06/2012	£850
Developing Internal Communication Strategy	2	London	07/06/2012	08/06/2012	£850
Professional Email Writing	1	London	08/06/2012	08/06/2012	£475
Liberating Leadership	1	London	08/06/2012	08/06/2012	£475
Project Management Overview	1	London	11/06/2012	11/06/2012	£475
New to Team Leadership	2	London	11/06/2012	12/06/2012	£850
Finance for Non Financial Managers	2	Manchester	11/06/2012	12/06/2012	£850
Effective Negotiation Skills	2	Birmingham	11/06/2012	12/06/2012	£850
MSP® (2007) Foundation	3	London	11/06/2012	13/06/2012	£995
Training the Trainer	3	London	11/06/2012	13/06/2012	£1,250
MSP® (2007) Foundation & Practitioner	5	London	11/06/2012	15/06/2012	£1,250
Advanced Interpersonal Skills	2	London	12/06/2012	13/06/2012	£1,250
Effective Middle Management	3	London	13/06/2012	15/06/2012	£1,250
Interpersonal Skills	2	London	14/06/2012	15/06/2012	£850
Leading in Challenging Times	2	London	14/06/2012	15/06/2012	£850
Writing for the Web	1	London	15/06/2012	15/06/2012	£475
Facilitation Skills	1	London	15/06/2012	15/06/2012	£475
MSP® (2007) Practitioner Re-Registration	1	London	25/06/2012	25/06/2012	£499
Training the Trainer	3	Birmingham	18/06/2012	20/06/2012	£1,250
PRINCE2® Foundation & Practitioner	5	London	18/06/2012	22/06/2012	£1,250
Confidence in the Workplace	1	London	06/06/2012	06/06/2012	£475
Commercial Awareness	1	London	20/06/2012	20/06/2012	£475
Diploma in Professional Administration	3	London	20/06/2012	22/06/2012	£1,450
Conflict Resolution	2	London	21/06/2012	22/06/2012	£850
MSP® (2007) Advanced Practitioner Re-Registration	1	London	27/06/2012	27/06/2012	£499
Introduction to Successful Sales	1	London	25/06/2012	25/06/2012	£475
Successful Supervisory Management	3	Birmingham	25/06/2012	27/06/2012	£1,250
Successful Team Leadership	3	London	25/06/2012	27/06/2012	£1,250
Introduction to PRINCE2® Methodology	1	London	26/06/2012	26/06/2012	£499
Situational Leadership®	2	Manchester	26/06/2012	27/06/2012	1,200
Integrated Internal Communication	3	London	27/06/2012	29/06/2012	£1,250
Building and Using Competency Frameworks	2	London	28/06/2012	29/06/2012	£850

MSP® (2007) Advanced Practitioner	2	London	28/06/2012	29/06/2012	£650
Successful Supervisory Management: Review Day	1	London	29/06/2012	29/06/2012	£475
The Sales Activator® for Sales Managers	1	London	29/06/2012	29/06/2012	£999
Valuing Diversity	1	London	11/10/2012	11/10/2012	£499
<b>JULY</b>					
Righting Written English	1	London	02/07/2012	02/07/2012	£475
Project Management Overview	1	London	02/07/2012	02/07/2012	£475
Training the Trainer	3	London	02/07/2012	04/07/2012	£1,250
Time Management	1	London	03/07/2012	03/07/2012	£475
Key Partnership Working	1	London	03/07/2012	03/07/2012	£475
Successful Supervisory Management	3	London	04/07/2012	06/07/2012	£1,250
Time Management	1	Birmingham	05/07/2012	05/07/2012	£475
Assertiveness	1	London	05/07/2012	05/07/2012	£475
New to Team Leadership	2	London	05/07/2012	06/07/2012	£850
Managing people Problems	1	London	06/07/2012	06/07/2012	£475
Liberating Leadership	1	London	06/07/2012	06/07/2012	£475
Introduction to CHAMPS2®	1	London	06/07/2012	06/07/2012	£499
Righting Written English	1	Birmingham	09/07/2012	09/07/2012	£475
Finance for Non Financial Managers	2	London	09/07/2012	10/07/2012	£850
Effective Minute Taking	1	London	09/07/2012	09/07/2012	£475
Driving Exceptional Customer Service	1	London	09/07/2012	09/07/2012	£475
Personal Impact	1	London	09/07/2012	09/07/2012	£499
Essential performance Management	1	London	10/07/2012	10/07/2012	£475
Leading Change	1	London	11/07/2012	11/07/2012	£475
The Balanced Scorecard	1	London	13/07/2012	13/07/2012	£475
Finance for Non Financial Managers	2	Birmingham	12/07/2012	13/07/2012	£850
Effective Negotiation Skills	2	London	12/07/2012	13/07/2012	£850
Situational Leadership®	2	London	12/07/2012	13/07/2012	1,200
HR as a Business Partner	1	London	13/07/2012	13/07/2012	£475
Interpersonal Skills	2	London	16/07/2012	17/07/2012	£850
Management Fundamentals - 3 Days to Build Success	3	Cotswolds, Worcestershire	16/07/2012	18/07/2012	£1,250
Leadership Masterclass	1	London	16/07/2012	16/07/2012	£475
Management of Value™ (MoV) Foundation	2	London	16/07/2012	17/07/2012	£650
Proofamatics	1	London	17/07/2012	17/07/2012	£475
Process Improvement to Raise Performance	1	London	17/07/2012	17/07/2012	£475
Building Effective Teams	1	London	18/07/2012	18/07/2012	£475
Successful Budgeting	1	London	19/07/2012	19/07/2012	£475
Consultative Selling Skills	2	London	19/07/2012	20/07/2012	£850
Emotional Intelligence	1	London	20/07/2012	20/07/2012	£475
Essential Coaching Tools and Techniques	1	London	23/07/2012	23/07/2012	£475
Advanced Selling Skills	1	London	24/07/2012	24/07/2012	£475
Project leadership Review Day	1	London	26/07/2012	26/07/2012	£475
Effective Account Management	1	London	27/07/2012	27/07/2012	£475
Customer Service Excellence	1	London	27/07/2012	27/07/2012	£475
An Introduction to NLP	1	London	30/07/2012	30/07/2012	£475
Effective Delegation	1	London	17/08/2012	17/08/2012	£475
Health & Safety at Work	1	London	20/08/2012	20/08/2012	£475
Introduction to PRINCE2® Methodology	1	London	31/07/2012	31/07/2012	£499
Project Evaluation	2	London	30/07/2012	31/07/2012	£850
Achieving More with Less: The Lean approach to Delivering Public Services	1	London	30/07/2012	30/07/2012	£475
Writing for the Web	1	London	30/07/2012	30/07/2012	£475
<b>AUGUST</b>					
Successful Telesales	1	London	01/08/2012	01/08/2012	£475
New to Team Leadership	2	London	13/08/2012	14/08/2012	£850
Successful Supervisory Management	3	London	13/08/2012	15/08/2012	£1,250
CHAMPS2® Foundation	3	London	13/08/2012	15/08/2012	£995
CHAMPS2® Foundation and Practitioner	5	London	13/08/2012	17/08/2012	£1,250
Training the Trainer	3	London	01/08/2012	03/08/2012	£1,250
Training the Trainer	3	Birmingham	06/08/2012	08/08/2012	£1,250
Finance for Non Financial Managers	2	London	02/08/2012	03/08/2012	£850
Time Management	1	London	07/08/2012	07/08/2012	£475
Righting Written English	1	London	06/08/2012	06/08/2012	£475
Effective Negotiation Skills	2	London	09/08/2012	10/08/2012	£850
Leading in Challenging Times	2	London	11/08/2012	12/08/2012	£850
Interpersonal Skills	2	London	16/08/2012	17/08/2012	£850
Project Management Overview	1	London	03/08/2012	03/08/2012	£475
Commercial Awareness	1	London	29/08/2012	29/08/2012	£475
Valuing Diversity	1	London	13/12/2012	13/12/2012	£499
Influencing and Persuading Skills	1	London	22/08/2012	22/08/2012	£475
Communication Skills at Work	2	London	29/08/2012	29/08/2012	£850
Developing Internal Communication Strategy	2	London	01/08/2012	02/08/2012	£850
Absence Management	1	London	29/08/2012	29/08/2012	£475
Building and Using Competency Frameworks	2	London	13/08/2012	14/08/2012	£850

Employment Law	2	London	09/08/2012	10/08/2012	£850
Effective Middle Management	3	London	08/08/2012	10/08/2012	£1,250
Professional Email Writing	1	London	08/08/2012	08/08/2012	£475
Presentation Skills	2	London	02/08/2012	03/08/2012	£850
Report Writing	1	London	10/08/2012	10/08/2012	£475
Conflict Resolution	2	London	15/08/2012	16/08/2012	£850
Action Learning for Effective Problem Solving	1	London	13/08/2012	13/08/2012	£475
Aligning Learning to Business Strategy	2	London	14/08/2012	15/08/2012	£850
Certificate in Professional Administration	2	London	20/08/2012	21/08/2012	£850
PRINCE2® Foundation & Practitioner	5	London	20/08/2012	24/08/2012	£1,250
PRINCE2® Re-Registration & Briefing	1	London	17/08/2012	17/08/2012	£499
Project Management Tools & Techniques	3	London	29/08/2012	31/08/2012	£1,250
Running Small Projects	1	London	27/08/2012	27/08/2012	£475
Enabling Commissioning	1	London	27/08/2012	27/08/2012	£475
information Security	2	London	20/08/2012	21/08/2012	£850
Political Awareness	3	London	20/08/2012	22/08/2012	£1,250
Building a Customer Service Culture	1	London	13/08/2012	13/08/2012	£475
Customer Relationship Management	1	London	15/08/2012	15/08/2012	£475
Advanced Interpersonal Skills	2	London	23/08/2012	24/08/2012	£1,250
Creative Problem Solving	2	London	16/08/2012	17/08/2012	£850
Learning and Development needs Analysis	1	London	13/08/2012	13/08/2012	£475
Essentials of Numeracy	1	London	13/08/2012	13/08/2012	£475
Presentation Masterclass for Leaders	1	London	03/08/2012	03/08/2012	£475
MSP® (2007) Advanced Practitioner	2	London	13/08/2012	14/08/2012	£650
OBASHI® Foundation	3	London	15/08/2012	17/08/2012	£995
CHAMPS2® Conversion	2	London	16/08/2012	17/08/2012	£650
<b>SEPTEMBER</b>					
Righting Written English	1	London	03/09/2012	03/09/2012	£475
An Introduction to NLP	1	London	03/09/2012	03/09/2012	£475
Finance for Non Financial Managers	2	London	03/09/2012	04/09/2012	£850
Training the Trainer	3	London	03/09/2012	05/09/2012	£1,250
Integrated Internal Communication	3	London	05/09/2012	07/09/2012	£1,250
Time Management	1	London	04/09/2012	04/09/2012	£475
Read Faster, Read Smarter	1	London	04/09/2012	04/09/2012	£475
Recruitment and Selection	2	London	05/09/2012	06/09/2012	£850
Project Management Overview	1	London	06/09/2012	06/09/2012	£475
HR as a Business Partner	1	London	06/09/2012	06/09/2012	£475
Effective Negotiation Skills	2	London	06/09/2012	07/09/2012	£850
Personal Impact	1	London	06/09/2012	06/09/2012	£499
MSP® (2007) Practitioner Re-Registration	1	London	11/09/2012	11/09/2012	£499
Organisational Development: An Introduction	1	London	07/09/2012	07/09/2012	£475
Introduction to Successful Sales	1	London	07/09/2012	07/09/2012	£475
Project Management Overview	1	Birmingham	10/09/2012	10/09/2012	£475
Effective Delegation	1	London	10/09/2012	10/09/2012	£475
New to Team Leadership	2	London	10/09/2012	11/09/2012	£850
Successful Supervisory Management	3	London	10/09/2012	12/09/2012	£1,250
Training the Trainer	3	Manchester	10/09/2012	12/09/2012	£1,250
Effective Account Management	1	London	11/09/2012	11/09/2012	£475
Successful Team Leadership	3	London	12/09/2012	14/09/2012	£1,250
Action Learning: The Tool	1	London	12/09/2012	12/09/2012	£475
Situational Leadership®	2	London	13/09/2012	14/09/2012	1,200
Proofamatics	1	London	13/09/2012	13/09/2012	£475
Interpersonal Skills	2	London	13/09/2012	14/09/2012	£850
MSP® (2007) Advanced Practitioner Re-Registration	1	London	13/09/2012	13/09/2012	£499
Customer Service Excellence	1	London	17/09/2012	17/09/2012	£475
New to Team Leadership	3	Birmingham	17/09/2012	18/09/2012	£850
Interpersonal Skills	2	Birmingham	17/09/2012	18/09/2012	£850
PRINCE2® Foundation & Practitioner	5	London	17/09/2012	21/09/2012	£1,250
Think on your Feet®	2	London	17/09/2012	18/09/2012	£949
Facilitation Skills	1	London	18/09/2012	18/09/2012	£475
Communicating Positive Change in Public Services	1	London	18/09/2012	18/09/2012	£475
The Sales Activator® for Sales Managers	1	London	18/09/2012	18/09/2012	£999
Confidence in the Workplace	1	London	29/08/2012	29/08/2012	£475
Diploma in Professional Administration	3	London	19/09/2012	21/09/2012	£1,450
Project Management People Skills	2	London	20/09/2012	21/09/2012	£850
Successful Budgeting	1	London	21/09/2012	21/09/2012	£475
Disciplinary & Grievance Interviewing	1	London	21/09/2012	21/09/2012	£475
Advanced Selling Skills	1	London	24/09/2012	24/09/2012	£475
Communication Skills for Managers	2	London	24/09/2012	25/09/2012	£850
MSP® (2007) Foundation	3	London	24/09/2012	26/09/2012	£995
MSP® (2007) Foundation & Practitioner	5	London	24/09/2012	28/09/2012	£1,250
The Balanced Scorecard	1	London	21/09/2012	21/09/2012	£475
Successful Supervisory Management	3	Birmingham	26/09/2012	28/09/2012	£1,250
Commercial Awareness	1	London	27/09/2012	27/09/2012	£475

MSP® (2007) Conversion	2	London	14/06/2012	15/06/2012	£650
MSP® (2007) Conversion	2	London	27/09/2012	28/03/2012	£650
Successful Supervisory Management: Review Day	1	London	28/09/2012	28/09/2012	£475
<b>OCTOBER</b>					
Righting Written English	1	London	01/10/2012	01/10/2012	£475
An Introduction to NLP	1	London	01/10/2012	01/10/2012	£475
Finance for Non Financial Managers	2	London	01/10/2012	02/10/2012	£850
Building and Using Competency Frameworks	2	London	01/10/2012	02/10/2012	£850
Successful Supervisory Management	3	London	01/10/2012	03/10/2012	£1,250
Project Management People Skills	2	London	01/10/2012	02/10/2012	£850
Time Management	1	London	02/10/2012	02/10/2012	£475
Driving Exceptional Customer Service	1	London	02/10/2012	02/10/2012	£475
Process Improvement to Raise Performance	1	London	02/10/2012	02/10/2012	£475
The Balanced Scorecard	1	London	05/10/2012	05/10/2012	£475
Training the Trainer	3	London	03/10/2012	05/10/2012	£1,250
Management Fundamentals - 3 Days to Build Success	3	Cotswolds, Worcestershire	03/10/2012	05/10/2012	£1,250
Project Management Tools & Techniques	3	London	03/10/2012	05/10/2012	£1,250
New to Team Leadership	2	London	04/10/2012	05/10/2012	£850
Effective Negotiation Skills	2	London	04/10/2012	05/10/2012	£850
Introduction to PRINCE2® Methodology	1	London	04/10/2012	04/10/2012	£499
Information Security	2	London	04/10/2012	05/10/2012	£850
Commercial Awareness	1	London	05/10/2012	05/10/2012	£475
Time Management	1	Birmingham	05/10/2012	05/10/2012	£475
Emotional Intelligence	1	London	05/10/2012	05/10/2012	£475
Introduction to Successful Sales	1	London	05/10/2012	05/10/2012	£475
Righting Written English	1	Birmingham	08/10/2012	08/10/2012	£475
Project Management Overview	1	London	08/10/2012	08/10/2012	£475
Interpersonal Skills	2	London	08/10/2012	09/10/2012	£850
PRINCE2® Re-Registration & Briefing	1	London	05/10/2012	05/10/2012	£499
Think on your Feet®	2	London	08/10/2012	09/10/2012	£949
Leadership Masterclass	1	London	08/10/2012	08/10/2012	£475
Influencing and Persuading Skills	1	London	09/10/2012	09/10/2012	£475
Achieving More with Less: The Lean approach to Delivering Public Services	1	London	09/10/2012	09/10/2012	£475
Situational Leadership®	2	Fleet	09/10/2012	10/10/2012	1,200
Writing for the Web	1	London	10/10/2012	10/10/2012	£475
Commercial Awareness	1	London	10/10/2012	10/10/2012	£475
Interpersonal Skills	2	Birmingham	11/10/2012	12/10/2012	£850
Advanced Interpersonal Skills	2	London	12/10/2012	13/10/2012	£1,250
Project Management Overview	1	Birmingham	12/10/2012	12/10/2012	£475
Personal Impact	1	London	12/10/2012	12/10/2012	£499
Customer Relationship Management	1	London	13/10/2012	13/10/2012	£475
Confidence in the Workplace	1	London	22/10/2012	22/10/2012	£475
Absence Management	1	London	15/10/2012	15/10/2012	£475
Training the Trainer	3	Birmingham	15/10/2012	17/10/2012	£1,250
Integrated Internal Communication	3	London	15/10/2012	17/10/2012	£1,250
Certificate in Professional Administration	2	London	15/10/2012	16/10/2012	£850
PRINCE2® Foundation & Practitioner	5	London	15/10/2012	19/10/2012	£1,250
Assertiveness	1	London	16/10/2012	16/10/2012	£475
Employment Law	2	London	16/10/2012	17/10/2012	£850
Essentials of Numeracy	1	London	17/10/2012	17/10/2012	£475
Essential performance management	1	London	17/10/2012	17/10/2012	£475
Successful Telesales	1	London	17/10/2012	17/10/2012	£475
Advanced Selling Skills	1	London	18/10/2012	18/10/2012	£475
Consultative Selling Skills	2	London	18/10/2012	19/10/2012	£850
Read Faster, Read Smarter	1	London	18/10/2012	18/10/2012	£475
Leading Change	1	London	19/10/2012	19/10/2012	£475
Liberating Leadership	1	London	19/10/2012	19/10/2012	£475
PRINCE2® Conversion	2	London	23/08/2012	24/08/2012	£650
PRINCE2® Conversion	2	London	20/09/2012	21/09/2012	£650
PRINCE2® Conversion	2	London	18/10/2012	19/10/2012	£650
Project leadership Review Day	1	London	19/10/2012	19/10/2012	£475
Project Management Overview	1	London	22/10/2012	22/10/2012	£475
Successful Budgeting	1	London	22/10/2012	22/10/2012	£475
Communication Skills at Work	2	London	22/10/2012	23/10/2012	£850
Diploma in Professional Administration	3	London	22/10/2012	24/10/2012	£1,450
Time Management	1	London	23/10/2012	23/10/2012	£475
Customer Service Excellence	1	London	23/10/2012	23/10/2012	£475
Aligning Learning to Business Strategy	2	London	24/10/2012	25/10/2012	£850
Training the Trainer	3	London	24/10/2012	26/10/2012	£1,250
Management of Value™ (MoV) Foundation	2	London	24/10/2012	25/10/2012	£650
Health & Safety at Work	1	London	25/10/2012	25/10/2012	£475
Conflict Resolution	2	London	25/10/2012	26/10/2012	£850
Creative Problem Solving	2	London	25/10/2012	26/10/2012	£850

Professional Email Writing	1	London	26/10/2012	26/10/2012	£475
Presentation Masterclass for Leaders	1	London	26/10/2012	26/10/2012	£475
Righting Written English	1	London	29/10/2012	29/10/2012	£475
Effective Delegation	1	London	29/10/2012	29/10/2012	£475
New to Team Leadership	2	London	29/10/2012	30/10/2012	£850
Finance for Non Financial Managers	2	London	29/10/2012	30/10/2012	£850
Effective Negotiation Skills	2	London	29/10/2012	30/10/2012	£850
Interpersonal Skills	2	London	29/10/2012	30/10/2012	£850
Successful Supervisory Management	3	London	29/10/2012	31/10/2012	£1,250
Developing Internal Communication Strategy	2	London	29/10/2012	30/10/2012	£850
Action Learning for Effective Problem Solving	1	London	29/10/2012	29/10/2012	£475
Political Awareness	3	London	29/10/2012	31/10/2012	£1,250
Presentation Skills	2	London	30/10/2012	31/10/2012	£850
Action Learning: The Tool	1	London	30/10/2012	30/10/2012	£475
The Sales Activator® for Sales Managers	1	London	30/10/2012	30/10/2012	£999
Enabling Commissioning	1	London	30/10/2012	30/10/2012	£475
Building Effective Teams	1	London	31/10/2012	31/10/2012	£475
Essential Coaching Tools and Techniques	1	London	31/10/2012	31/10/2012	£475
Facilitation Skills	1	London	31/10/2012	31/10/2012	£475
<b>NOVEMBER</b>					
New to Team Leadership	2	London	01/11/2012	02/11/2012	£850
Successful Supervisory Management: Review Day	1	London	01/11/2012	01/11/2012	£475
Finance for Non Financial Managers	2	London	01/11/2012	02/11/2012	£850
Effective Negotiation Skills	2	London	01/11/2012	02/11/2012	£850
Project Management People Skills	2	London	01/11/2012	02/11/2012	£850
Introduction to Successful Sales	1	London	01/11/2012	01/11/2012	£475
Time Management	1	London	02/11/2012	02/11/2012	£475
Righting Written English	1	London	02/11/2012	02/11/2012	£475
Project Management Overview	1	London	02/11/2012	02/11/2012	£475
Effective Delegation	1	London	02/11/2012	02/11/2012	£475
Finance for Non Financial Managers	2	Birmingham	05/11/2012	06/11/2012	£850
Successful Supervisory Management	3	London	05/11/2012	07/11/2012	£1,250
Communicating Positive Change in Public Services	1	London	05/11/2012	05/11/2012	£475
CHAMPS2® Foundation and Practitioner	5	London	05/11/2012	09/11/2012	£1,250
Proofamatics	1	London	06/11/2012	06/11/2012	£475
PRINCE2® Re-Registration & Briefing	1	London	20/12/2012	20/12/2012	£499
Building a Customer Service Culture	1	London	06/11/2012	06/11/2012	£475
Read Faster, Read Smarter	1	London	06/11/2012	06/11/2012	£475
Training the Trainer	3	London	07/11/2012	09/11/2012	£1,250
Effective Middle Management	3	London	07/11/2012	09/11/2012	£1,250
Effective Minute Taking	1	London	07/11/2012	07/11/2012	£475
Successful Team Leadership	3	London	07/11/2012	09/11/2012	£1,250
Absence Management	1	London	08/11/2012	08/11/2012	£475
Leading in Challenging Times	2	London	08/11/2012	09/11/2012	£850
MSP® (2007) Advanced Practitioner	2	London	01/11/2012	02/11/2012	£650
information Security	2	London	08/11/2012	09/11/2012	£850
Managing People problems	1	London	09/11/2012	09/11/2012	£475
Liberating Leadership	1	London	09/11/2012	09/11/2012	£475
Righting Written English	1	Manchester	12/11/2012	12/11/2012	£475
Effective Negotiation Skills	2	Birmingham	12/11/2012	13/11/2012	£850
Interpersonal Skills	2	London	12/11/2012	13/11/2012	£850
Project Management Tools & Techniques	3	London	12/11/2012	14/11/2012	£1,250
Personal Impact	1	London	12/11/2012	12/11/2012	£499
Essential performance management	1	London	13/11/2012	13/11/2012	£475
Recruitment and Selection	2	London	13/11/2012	14/11/2012	£850
Assertiveness	1	London	13/11/2012	13/11/2012	£475
Advanced Interpersonal Skills	2	London	13/11/2012	14/11/2012	£1,250
Developing Internal Communication Strategy	2	London	14/11/2012	15/11/2012	£850
Action Learning: The Tool	1	London	14/11/2012	14/11/2012	£475
Creative Problem Solving	2	London	14/11/2012	15/11/2012	£850
Report Writing	1	London	15/11/2012	15/11/2012	£475
The Balanced Scorecard	1	London	16/11/2012	16/11/2012	£475
Learning and Development needs Analysis	1	London	16/11/2012	16/11/2012	£475
MSP® (2007) Advanced Practitioner Re-Registration	1	London	16/11/2012	16/11/2012	£499
An Introduction to NLP	1	London	16/11/2012	16/11/2012	£475
Successful Budgeting	1	London	19/11/2012	19/11/2012	£475
PRINCE2® Foundation & Practitioner	5	London	26/11/2012	30/11/2012	£1,250
Project Evaluation	2	London	19/11/2012	20/11/2012	£850
Think on your Feet®	2	London	19/11/2012	20/11/2012	£949
Customer Service Excellence	1	London	20/11/2012	20/11/2012	£475
Running Small Projects	1	London	20/11/2012	20/11/2012	£475
Emotional Intelligence	1	London	20/11/2012	20/11/2012	£475
OBASHI® Foundation	3	London	17/11/2012	19/11/2012	£995
Professional Email Writing	1	London	21/11/2012	21/11/2012	£475

HR as a Business Partner	1	London	22/11/2012	22/11/2012	£475
Health & Safety at Work	1	London	22/11/2012	22/11/2012	£475
Confidence in the Workplace	1	London	03/12/2012	03/12/2012	£475
Situational Leadership®	2	London	22/11/2012	23/11/2012	1,200
Building Effective Teams	1	London	23/11/2012	23/11/2012	£475
Driving Exceptional Customer Service	1	London	23/11/2012	23/11/2012	£475
Time Management	1	London	26/11/2012	26/11/2012	£475
Righting Written English	1	London	26/11/2012	26/11/2012	£475
New to Team Leadership	2	London	26/11/2012	27/11/2012	£850
Achieving More with Less: The Lean approach to Delivering Public Services	1	London	26/11/2012	26/11/2012	£475
Training the Trainer	3	London	26/11/2012	28/11/2012	£1,250
Presentation Masterclass for Leaders	1	London	26/11/2012	26/11/2012	£475
Project Management Overview	1	London	27/11/2012	27/11/2012	£475
Presentation Skills	2	London	27/11/2012	28/11/2012	£850
Successful Supervisory Management	3	London	28/11/2012	30/11/2012	£1,250
Management Fundamentals - 3 Days to Build Success	3	Cotswolds, Worcestershire	28/11/2012	30/11/2012	£1,250
Finance for Non Financial Managers	2	London	29/11/2012	30/11/2012	£850
Effective Negotiation Skills	2	London	29/11/2012	30/11/2012	£850
Interpersonal Skills	2	London	29/11/2012	30/11/2012	£850
Communication Skills for Managers	2	London	29/11/2012	30/11/2012	£850
Advanced Selling Skills	1	London	30/11/2012	30/11/2012	£475
Essential Coaching Tools and Techniques	1	London	30/11/2012	30/11/2012	£475
Organisational Development: An Introduction	1	London	30/11/2012	30/11/2012	£475
Aligning Learning to Business Strategy	2	London	29/11/2012	30/11/2012	£850
Key Partnership Working	1	London	29/11/2012	29/11/2012	£475
New to Team Leadership	3	Birmingham	05/12/2012	06/12/2012	£850
Essentials of Numeracy	1	London	30/11/2012	30/11/2012	£475
<b>DECEMBER</b>					
Communication Skills at Work	2	London	03/12/2012	04/12/2012	£850
Time Management	1	Manchester	03/12/2012	03/12/2012	£475
Righting Written English	1	London	03/12/2012	03/12/2012	£475
Project Management Overview	1	London	03/12/2012	03/12/2012	£475
Successful Supervisory Management	3	London	03/12/2012	05/12/2012	£1,250
Integrated Internal Communication	3	London	03/12/2012	05/12/2012	£1,250
Recruitment and Selection	2	London	04/12/2012	05/11/2012	£850
Leadership Masterclass	1	London	04/12/2012	04/12/2012	£475
Situational Leadership®	2	Manchester	05/12/2012	06/12/2012	1,200
Training the Trainer	3	London	05/12/2012	07/12/2012	£1,250
Effective Middle Management	3	London	05/12/2012	07/12/2012	£1,250
Political Awareness	3	London	05/12/2012	07/12/2012	£1,250
Organisational Development: An Introduction	1	London	05/12/2012	05/12/2012	£475
MSP® (2007) Practitioner Re-Registration	1	London	21/12/2012	21/12/2012	£499
New to Team Leadership	2	London	06/12/2012	07/12/2012	£850
Effective Negotiation Skills	2	London	06/12/2012	07/12/2012	£850
Action Learning for Effective Problem Solving	1	London	06/12/2012	06/12/2012	£475
Project Evaluation	2	London	06/12/2012	07/12/2012	£850
Introduction to Successful Sales	1	London	07/12/2012	07/12/2012	£475
Key Partnership Working	1	London	07/12/2012	07/12/2012	£475
Managing People Problems	1	London	07/12/2012	07/12/2012	£475
PRINCE2® Conversion	2	London	13/12/2012	14/12/2012	£650
Proofamatics	1	London	10/12/2012	10/12/2012	£475
Leading in Challenging Times	2	London	10/12/2012	11/12/2012	£850
PRINCE2® Foundation & Practitioner	5	London	10/12/2012	14/12/2012	£1,250
Building a Customer Service Culture	1	London	10/12/2012	10/12/2012	£475
Personal Impact	1	London	10/12/2012	10/12/2012	£499
MSP® (2007) Foundation	3	London	03/12/2012	05/12/2012	£995
MSP® (2007) Foundation & Practitioner	5	London	03/12/2012	07/12/2012	£1,250
Influencing and Persuading Skills	1	London	11/12/2012	11/12/2012	£475
Enabling Commissioning	1	London	11/12/2012	11/12/2012	£475
Successful Supervisory Management	3	Birmingham	12/12/2012	14/12/2012	£1,250
Customer Relationship Management	1	London	12/12/2012	12/12/2012	£475
Successful Team Leadership	3	London	12/12/2012	14/12/2012	£1,250
Interpersonal Skills	2	London	13/12/2012	14/12/2012	£850
Consultative Selling Skills	2	London	13/12/2012	14/12/2012	£850
Conflict Resolution	2	London	13/12/2012	14/12/2012	£850
Learning and Development needs Analysis	1	London	14/12/2012	14/12/2012	£475
Health & Safety at Work	1	London	14/12/2012	14/12/2012	£475
Facilitation Skills	1	London	14/12/2012	14/12/2012	£475
Effective Minute Taking	1	London	14/12/2012	14/12/2012	£475
Successful Telesales	1	London	17/12/2012	17/12/2012	£475
Employment Law	2	London	17/12/2012	18/12/2012	£850
Customer Service Excellence	1	London	18/12/2012	18/12/2012	£475
Project leadership Review Day	1	London	18/12/2012	18/12/2012	£475

The Sales Activator® for Sales Managers	1	London	18/12/2012	18/12/2012	£999
Communicating Positive Change in Public Services	1	London	18/12/2012	18/12/2012	£475
Diploma in Professional Administration	3	London	19/12/2012	21/12/2012	£1,450
Advanced Selling Skills	1	London	20/12/2012	20/12/2012	£475
Finance for Non Financial Managers	2	London	20/12/2012	21/12/2012	£850
MSP® (2007) Conversion	2	London	06/12/2012	07/12/2012	£650
Building and Using Competency Frameworks	2	London	20/12/2012	21/12/2012	£850
Effective Delegation	1	London	21/12/2012	21/12/2012	£475
An Introduction to NLP	1	London	21/12/2012	21/12/2012	£475
Successful Supervisory Management: Review Day	1	London	21/12/2012	21/12/2012	£475
Process Improvement to Raise Performance	1	London	21/12/2012	21/12/2012	£475
Successful Budgeting	1	London	20/12/2012	20/12/2012	£475
The Balanced Scorecard	1	London	07/12/2012	07/12/2012	£475
CHAMPS2® Foundation	3	London	05/11/2012	07/11/2012	£995
Introduction to CHAMPS2®	1	London	03/10/2012	03/10/2012	£499