

# Professional Training & Development Courses

## COURSES:

Absence Management	Minute Taking
Action Learning	Managing & Promoting Your Childcare Business
Assertiveness Training	Massage Therapy & Relaxation Techniques
Assertive Communication Skills for Women	Policy Development & Training
Assessment and Verification of Portfolios	National Standards - Management, Customer Service, Business Administration, Training & Development
Away Day/Facilitation	Negotiation Skills
Business Planning	One to one coaching and development
Business Writing Skills	Performance Management
Career Planning and Development	Personal Development
CV Writing Skills	Personal Effectiveness
Consultancy Skills	Portfolio Development
Coaching Skills	Presentation Skills
Communication and Interpersonal Skills	Professional and Personal Development for Women
ECDL	Professional and Personal Development for Women Managers
Effective Customer Service	Project Management Introduction
Effective Design and Delivery of Training	Project Management – Prince 2 Foundation & Practitioner
Equal Opportunities in Practice	Project Management – Soft & Hard Skills
Influencing Others	Recruitment and Selection
Introduction to Management	Sales & Marketing
Interviewing Skills	Shape Your Management Practice
ITIL Courses	Sharpen Your Management Practice
IT Courses	Skills Profiling
Leadership Skills	Supervision Skills
Life Strategies - Management, Achievement and Success	Supervisory Management
Managing Assertively	Team Building and Development
Management Development for Women	Team Building Skills
Management Skills for Women	The Effective Manager
Managing Change	The Essentials of Management
Managing Change - The Reality Check	The Manager as a Trainer
Managing Diversity	The New Manager
Managing People	Time and Stress Management
Managing People and Performance	Training Skills for Managers
Managing Teams	Writing Skills for Care Staff

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