

## Training Programme: Autumn 2011 – Spring 2012

Workshop	Date	Venue
<b>Finance for the Non Financial Managers</b> - Understanding the figures! -	14 November	Legacy Plymouth International Hotel
<b>Project Management</b> - The foundation skills -	21 & 22 November	Basepoint Centre, Exeter
<b>Leadership Skills</b> - Get results through people -	30 November & 1 December	Basepoint Centre, Exeter
<b>Presentation Skills</b> - How to make a positive impact -	17 & 18 January	Basepoint Centre, Exeter
<b>Assertiveness Skills</b> - How to enhance your assertiveness and your image -	23 January	Basepoint Centre, Exeter
<b>Time Management Skills</b> - How to manage yourself and your time effectively -	6 February	Legacy Plymouth International Hotel
<b>Report Writing</b> - Success with words -	20 & 21 February	Venue TBC
<b>Problem Solving &amp; Decision Making</b> - How to get from root cause to solution -	5 & 6 March	Legacy Plymouth International Hotel
<b>Influencing &amp; Negotiating</b> - Critical skills for success in your organisation -	17 & 18 April	Venue TBC
<b>Managing Positive Meetings</b> - Getting the most out of your meetings -	14 May	Venue TBC
<b>And coming again soon.....</b>		
<b>Performance Coaching</b> - GROW your team -		
<b>Interviewing Skills</b> - Get the right person in the right job -		

A selection of 1 and 2-day workshops.