

CARDIFF

Leadership & Management Course List 2012

We offer a wide range of workshops including Leadership & Management that are potentially up to 70% part funded by the European Social Fund through the Welsh Government, subject to status.

JANUARY

12th	Assertiveness for Managers
19th	Building a Successful Team
26th	Essential Marketing Skills
27th	Delegation Skills

FEBRUARY

03rd	Quality Counts: ISO9000 and an Introduction to 6 Sigma
09th	Time Management
21st	Presentation Skills

MARCH

01st	Managing Change: People & Process
09th	Train the Trainer
15th	Professional Sales Techniques
22nd	Raising Performance Using Motivation & Leadership
29th	How to Write a Winning Tender

APRIL

12th	Advanced Presentation Skills
19th	Delivering Excellence in Retail

MAY

03rd	Communication Skills
17th	Negotiating for Business Success (1/2 day)
24th	Achieving Excellence in Customer Care
31st	Business Planning

JUNE

14th	Business Meeting Skills
28th	Introduction to Lean Thinking

Tailor - made packages available to suit your requirements. Please call to discuss.

Europe and Wales: Investing in your Future.