

NEWPORT 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

18th	Raising Performance Using Motivation & Leadership Techniques
19th	Emergency First Aid*
24th	Business Meeting Skills
25th	Winning Sales Communication Techniques
26th	Foundation Course on Importing
31st	How to Create a Positive First Impression
31st	Effective B2B Marketing for Managers

MARCH

06th	Essential Marketing Skills
07th	Leadership Skills
09th	Delegation Skills
12th	CIEH Level 2 H&S in the Workplace*
13th	Achieving Excellence in Customer Care
13th	Exporting - Understanding the Paperwork
14th	Gaining Business Appointments
15/16/19/ 20th	IOSH Managing Safely*
21st	Managing Performance Successfully
21st	HR for Line Managers
27th	Delivering Excellence in Retail
28th	Presentation Skills

* courses take place in Bridgend

FEBRUARY

01st	Professional Sales Techniques
02nd	Business Planning
06th	CIEH Level 2 Risk Assessment*
07th	Managing Recruitment & Selection Techniques
09th	Employee Appraisals & Objective Setting
10th	Negotiating for Business Success 1/2 day
15th	Leadership Skills
15th	Train the Trainer
16th	Leading Teams to Perform
21st	Introduction to Lean Thinking
22nd	Finance for Non Financial Managers*
22nd	Introduction to Management
23rd	Developing an Effective Sales Strategy
23rd	An Introduction to Export Procedures
27 / 28 / 29th	First Aid at Work*
28th	HR for the Service Industry

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

Client Feedback

"I found the presentation skills course most informative. I was made to feel at ease and our trainer Andrew gave excellent hints & tips on how to overcome nerves when giving a presentation. I have now found confidence".

Jane Morris - May 2011

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APRIL

04th	Communication Skills
05th	Managing & Developing Key Accounts
11th	CIEH Level 2 Environmental Principles & Best Practice*
12th	Managing Change: People & Process
13th	Project Management
17th	Assertiveness for Managers
18th	Quality Counts: ISO9000 & An Introduction to 6 Sigma*
19th	Using Documentary Letters of Credit, Drafts & Bills
24th	Building a Successful Team
26th	Business Planning
26th	Effective B2B eMarketing for Managers
27th	How to Create a Positive First Impression

MAY

03rd	Time Management
07th	CIEH Healthier Food*
08th	Resolving Conflict
09th	IOSH Working Safely*
14th	Managing Recruitment & Selection Techniques
29th	Learn How to Network*
29th	Introduction to Lean Thinking
29th	Classification of Goods 1/2 day
30th	Winning Sales Communication Techniques
30th	Export Controls
31st	How to Write a Winning Tender

JUNE

05th	Raising Performance Using Motivation & Leadership
07th	Introduction to Management
14th	Essential Marketing Skills
15th	CIEH Manual Handling (1/2 day)*
19th	Developing an Effective Sales Strategy
21st	Professional Sales Techniques
26th	Employee Appraisals & Objective Setting
26th	Fire Safety*
27th	Use of Agents & Distributors
28th	Advanced Presentation Skills

ILM COURSES

Jun 06/13/20/27th	ILM Level 2 Personal Development (4 Days)
Mar 08/15/22/29th & Apr 19/26th	ILM Level 4 Management (6 Days)

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Europe and Wales: Investing in your Future.

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Starting a Business / Running a Business / Skills & Training / Business Premises

For further information contact:
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