

# Professional Development Courses

## BUSINESS SKILLS

- Business Awareness - *half day*
- Effective Leadership Techniques - *half day*
- Coaching & Mentoring for Managers - *1 day (9.30am - 4.30pm)*
- Customer Service - *half day*
- Excel 2013 spreadsheets for beginners - *1 day (9.30am - 4.30pm)*
- Outlook for beginners - *half day*
- Focus on Assertiveness - *half day*
- Word 2013 - Beginners/Intermediate - *half day*
- Powerpoint 2013 - Beginners/Intermediates - *half day*
- Level 3 Certificate in Assessing vocational Achievement - *3-6 months*
- Internal Quality Assurance Award (level 4) - *3-6 months*
- ILM Leadership & Team Skills Award (level 2) - *6 months*
- Develop Critical Thinking - *half day*
- Personal Effectiveness - *half day*
- Managing Resources - *half day*
- Leading Innovation & Change - *half day*
- Managing Stress & Conflict in the workplace - *half day*
- Digital Marketing for Beginners/Intermediates - *half day*
- Presentation Skills - *half day*

## HAIRDRESSING

- Hairdressing Refresher Colouring Course - *6 weeks (1 evening/week)*



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## CONSTRUCTION & THE BUILT ENVIRONMENT

- City & Guilds 18th Edition 2382 IEE Wiring Regulations - *10 weeks/1 evening per week 6-9pm*

## HEALTH & SAFETY

- IOSH Working Safely - *1 day (9.30am - 4.30pm)*
- Manual Handling - *half day*
- Asbestos Awareness - *half day*
- Fire Marshall - *half day*
- City & Guilds Level 1 Award in Environmental Awareness - *half day*
- First Aid - TBC

## HEALTH & SOCIAL CARE

- Infection Control - *1 day (9.30am - 4.30pm)*
- Dementia Awareness - *1 day (9.30am - 4.30pm)*
- Administration of Medicines - *1 day (9.30am - 4.30pm)*

## SPORT

- Circuit Training Instructor - *2 days*
- Certificate in Fitness Instructing Level 2 - *10 weeks/1 evening per week 6-9pm*

## CATERING & HOSPITALITY

- CIEH Level 2 Award in Food Safety in Catering - *1 day (9.00am - 4.00pm)*
- CIEH Level 2 Award in Food Allergen Awareness - *half day*
- CIEH Level 2 Award in Healthier Foods & Special Diets - *1 day (9.00am -*



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