

www.skillscentremk.co.uk

[email: jackie.small@skillscentremk.co.uk](mailto:jackie.small@skillscentremk.co.uk)

Tel: 01908 608 067

skillscentre:mk

skillscentre:mk Course List August - November

| Course Title | Date | Day | Start time | Finish Time | Course Length | Price |
|---|-----------|-------|------------|-------------|---------------|-------|
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5 Day | 05-Aug-10 | Thurs | 9.30 | 4.30 | Day 4 | £360 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5 Day | 06-Aug-10 | Fri | 9.30 | 4.30 | Day 5 | £360 |
| Introduction to Excel 2003 | 03-Aug-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| CIEH Level 3 Award Conversion from PTC/TSP to PTLLS (2 Day) | 05-Aug-10 | Thurs | 9.30 | 4.30 | Day 1 | £190 |
| CIEH Level 3 Award Conversion from PTC/TSP to PTLLS (2 Day) | 06-Aug-10 | Fri | 9.30 | 4.30 | Day 2 | £190 |
| Response to Redundancy | 17-Aug-10 | Tues | 9.00 | 5.00 | Day 1 | Free |
| Response to Redundancy | 18-Aug-10 | Weds | 9.00 | 5.00 | Day 2 | Free |
| CV Building Workshop | 19-Aug-10 | Thurs | 9.30 | 1.00 | 1/2 Day | Free |
| Effective Jobseeking | 20-Aug-10 | Fri | 10.00 | 12.00 | 1/2 Day | Free |
| Basic Computing for Absolute Beginners | 24-Aug-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| Introduction to Excel 2003 | 07-Sep-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| Motivational Techniques - Getting the best out of your team | 09-Sep-10 | Thurs | 9.30 | 4.30 | 1 Day | £45 |
| Response to Redundancy | 13-Sep-10 | Mon | 9.00 | 5.00 | Day 1 | Free |
| Response to Redundancy | 14-Sep-10 | Tues | 9.00 | 5.00 | Day 2 | Free |
| CV Building Workshop | 16-Sep-10 | Thurs | 9.30 | 1.00 | 1/2 Day | Free |
| Effective Jobseeking | 17-Sep-10 | Fri | 10.00 | 12.00 | 1/2 Day | Free |
| Manual Handling | 16-Sep-10 | Thurs | 1.30 | 4.30 | 1/2 Day | £35 |
| Neurolinguistic Programming - An Introduction | 17-Sep-10 | Fri | 9.30 | 4.30 | 1 Day | £45 |
| CIEH Level 2 Food Safety in Catering | 20-Sep-10 | Mon | 9.30 | 6.30 | 1 Day | £70 |
| Effective Team Member Skills | 21-Sep-10 | Tues | 9.30 | 4.30 | 1 Day | £45 |
| Problem Solving Techniques | 22-Sep-10 | Weds | 9.30 | 4.30 | 1 Day | £45 |

| Course Title | Date | Day | Start time | Finish Time | Course Length | Price |
|--|-----------|--------|------------|-------------|---------------|-------|
| CIEH Environmental Principles & Best Practice | 23-Sep-10 | Thurs | 9.00 | 5.00 | 1 Day | £70 |
| Fire Awareness | 24-Sep-10 | Friday | 9.30 | 12.30 | 1/2 Day | £30 |
| Fire Awareness | 24-Sep-10 | Friday | 1.30 | 4.30 | 1/2 Day | £30 |
| Equality & Diversity | 27-Sep-10 | Mon | 9.30 | 4.30 | 1 Day | £45 |
| HSE Emergency First Aid at Work | 28-Sep-10 | Tues | 9.30 | 4.30 | 1 Day | £75 |
| Basic Computing for Absolute Beginners | 28-Sep-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| Time Management | 29-Sep-10 | Weds | 9.30 | 12.30 | 1/2 Day | £25 |
| The Art of Delegation | 29-Sep-10 | Weds | 1.30 | 4.30 | 1/2 Day | £25 |
| Retail - The Law & You | 30-Sep-10 | Thurs | 9.30 | 12.30 | 1/2 Day | £25 |
| Data Protection | 30-Sep-10 | Thurs | 1.30 | 4.30 | 1/2 Day | £25 |
| CIEH Health & Safety in the Workplace | 30-Sep-10 | Thurs | 9.30 | 6.30 | 1 Day | £70 |
| Assert Yourself and Build Confidence | 01-Oct-10 | Fri | 9.30 | 4.30 | 1 Day | £45 |
| CIEH Level 3 Food Safety for Supervisors | 04-Oct-10 | Mon | 9.30 | 4.30 | Day 1 | £240 |
| Neurolinguistic Programming - Improvers | 05-Oct-10 | Tues | 9.30 | 4.30 | 1 Day | £45 |
| Introduction to Excel 2003 | 05-Oct-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day | 06-Oct-10 | Weds | 9.30 | 4.30 | Day 1 | £450 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day | 07-Oct-10 | Thurs | 9.30 | 4.30 | Day 2 | £450 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day | 08-Oct-10 | Fri | 9.30 | 4.30 | Day 3 | £450 |
| Training Skills and Practice (3 day course) | 06-Oct-10 | Weds | 9.30 | 4.30 | Day 1 | £240 |
| Training Skills and Practice (3 day course) | 07-Oct-10 | Thurs | 9.30 | 4.30 | Day 2 | £240 |
| Training Skills and Practice (3 day course) | 08-Oct-10 | Fri | 9.30 | 4.30 | Day 3 | £240 |
| CIEH Level 3 Food Safety for Supervisors | 11-Oct-10 | Mon | 9.30 | 4.30 | Day 2 | £240 |
| Develop Yourself as a Team Leader | 12-Oct-10 | Tues | 9.30 | 4.30 | 1 Day | £45 |
| Basic Computing for Absolute Beginners | 12-Oct-10 | Tues | 9.30 | 4.30 | 1 Day | £50 |
| CIEH Conflict Resolution and Personal Safety | 13-Oct-10 | Weds | 9.00 | 5.00 | 1 Day | £70 |
| CIEH Level 2 Food Safety in Catering | 14-Oct-10 | Thurs | 9.30 | 6.30 | 1 Day | £70 |
| Assertiveness for Managers | 15-Oct-10 | Fri | 9.30 | 12.30 | 1/2 Day | £25 |
| Level 3 Food Safety for Supervisors | 18-Oct-10 | Mon | 9.30 | 4.30 | Day 3 | £240 |

| Course Title | Date | Day | Start time | Finish Time | Course Length | Price |
|--|-----------|-------|------------|-------------|---------------|-------|
| Response to Redundancy | 19-Oct-10 | Tues | 9.00 | 5.00 | Day 1 | Free |
| Response to Redundancy | 20-Oct-10 | Weds | 9.00 | 5.00 | Day 2 | Free |
| The Art of Negotiation | 20-Oct-10 | Weds | 9.30 | 4.30 | 1 day | £45 |
| CV Building Workshop | 21-Oct-10 | Thurs | 9.30 | 1.00 | 1/2 Day | Free |
| Effective Jobseeking | 22-Oct-10 | Fri | 10.00 | 12.00 | 1/2 Day | Free |
| CIEH Level 3 Award Conversion from PTC/TSP to PTLLS (2 Day) | 21-Oct-10 | Thurs | 9.30 | 4.30 | Day 1 | £240 |
| CIEH Level 3 Award Conversion from PTC/TSP to PTLLS (2 Day) | 22-Oct-10 | Fri | 9.30 | 4.30 | Day 2 | £240 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day | 21-Oct-10 | Thurs | 9.30 | 4.30 | Day 4 | £450 |
| Preparing to Teach in the Lifelong Learning Sector(PTLLS) 5Day | 22-Oct-10 | Fri | 9.30 | 4.30 | Day 5 | £450 |
| Neurolinguistic Programming - An Introduction | 01-Nov-10 | Mon | 9.30 | 4.30 | 1 Day | £45 |
| Neurolinguistic Programming and Selling Skills | 02-Nov-10 | Tues | 9.30 | 4.30 | 1 Day | £45 |
| Leading your work team | 03-Nov-10 | Weds | 9.30 | 4.30 | 1 Day | £45 |
| HSE Emergency First Aid at Work | 04-Nov-10 | Thurs | 9.30 | 4.30 | 1 Day | £75 |
| NLP/Customer Service | 05-Nov-10 | Fri | 9.30 | 4.30 | 1 Day | £45 |
| CIEH Level 2 Food Safety in Catering | 08-Nov-10 | Mon | 9.30 | 6.30 | 1 Day | £70 |
| Retail - The Law & You | 09-Nov-10 | Thurs | 9.30 | 12.30 | 1/2 Day | £25 |
| Data Protection | 09-Nov-10 | Thurs | 1.30 | 4.30 | 1/2 Day | £25 |
| Equality & Diversity | 10-Nov-10 | Weds | 9.30 | 4.30 | 1 Day | £45 |
| CIEH Health & Safety in the Workplace | 11-Nov-10 | Thurs | 9.30 | 6.30 | 1 Day | £70 |
| Change and Crisis Management | 12-Nov-10 | Fri | 9.30 | 12.30 | 1/2 Day | £25 |
| Presentation Skills | 16-Nov-10 | Tues | 9.30 | 4.30 | 1 Day | £45 |
| Motivational Techniques - Getting the best out of your team | 17-Nov-10 | Weds | 9.30 | 4.30 | 1 Day | £45 |
| Response to Redundancy | 22-Nov-10 | Mon | 9.00 | 5.00 | Day 1 | Free |
| Response to Redundancy | 23-Nov-10 | Tues | 9.00 | 5.00 | Day 2 | Free |
| CV Building Workshop | 24-Nov-10 | Weds | 9.30 | 1.00 | 1/2 Day | Free |
| Effective Jobseeking | 25-Nov-10 | Thurs | 10.00 | 12.00 | 1/2 Day | Free |