

2022 COURSES

FEBRUARY - JULY



Northumberland
SKILLS

PRUDHOE CAMPUS

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We offer a variety of part-time courses designed to help you advance your career, retrain, find employment or explore new skills. Our experienced team of lecturers are ready to support you to realise your potential and to keep you connected, motivated and inspired.

COURSES AVAILABLE:

- English and Maths
- Early Years
- Supporting Teaching and Learning
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LEARNING TOGETHER

Flexible digital learning packages

COURSES AVAILABLE

Health and Safety

Courses available	Duration	Fee
Fire Safety Awareness	1-3 hours	*FREE
Health and Safety Awareness	1-3 hours	*FREE
Display Screen Equipment	1-3 hours	*FREE
Stress Awareness	1-3 hours	*FREE

Leadership and Management

Courses available	Duration	Fee
Change Management: Introduction	1 - 3 Hours	*FREE
Change Management: Change and People	1 - 3 Hours	*FREE
Solving Problems by Making Effective Decisions	1 - 3 Hours	*FREE
Change Management: Change Tools	1 - 3 Hours	*FREE
Change Management: The Change Process	1 - 3 Hours	*FREE
Developing Your Leadership Style	1 - 3 Hours	*FREE
Developing and Leading Teams to Achieve Goals	1 - 3 Hours	*FREE
Understanding the Management Role	1 - 3 Hours	*FREE
Developing People in the Workplace	1 - 3 Hours	*FREE
Coaching	1 - 3 Hours	*FREE
Effective Minute Writing	1 - 3 Hours	*FREE
Becoming an Effective Leader	1 - 3 Hours	*FREE

Customer Service

Courses available	Duration	Fee
Assertive Communication	1-3 hours	*FREE
Managing Customer Relations	1-3 hours	*FREE
Unconscious Bias	1-3 hours	*FREE
Customer Service Suite: Part 1 – Introduction	1-3 hours	*FREE
Customer Service Suite: Part 2 – Standards	1-3 hours	*FREE
Customer Service Suite: Part 3 – Communication	1-3 hours	*FREE

Health and Social Care

Course title	Duration	Fee
End of Life Care Awareness	1-3 hours	*FREE
Speech, Language and Communication Needs	1-3 hours	*FREE
Understanding SEN Support and EHCPs in Schools	1-3 hours	*FREE
Safeguarding Children and Adults	1-3 hours	*FREE
Autism Awareness Level 1	1-3 hours	*FREE

Personal Development

Course title	Duration	Fee
Delivering Professional Presentations	1 - 3 Hours	*FREE
Finance for Non-Financial Managers	1 - 3 Hours	*FREE
Meeting Skills	1 - 3 Hours	*FREE
Effective Writing	1 - 3 Hours	*FREE
Conflict Resolution	1 - 3 Hours	*FREE
Presentation Skills Part 1	1 - 3 Hours	*FREE
Presentation Skills Part 2	1 - 3 Hours	*FREE

To enrol call: 01670 623701