

2022 COURSES
FEBRUARY - JULY



ASHINGTON CAMPUS

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LEARNING TOGETHER

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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