

CARDIFF

Leadership & Management Course List 2011

We offer a wide range of Leadership & Management workshops that are potentially up to 70% funded by the Welsh Government, subject to status.

JULY

12th	Negotiating for Business Success (1/2 Day)
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AUGUST

01st	Project Management
03rd	Becoming an Effective Leader
04th	Professional Sales Techniques
10th	Achieving Excellence in Customer Care
22nd	Space Management

SEPTEMBER

07th	Learn How to Network
08th	Building a Successful Team
19th	Delegation Skills
21st	Gaining Business Appointments

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

OCTOBER

13th	Managing & Developing Key Accounts
19th	Raising Performance Using Motivation & Leadership
27th	Train the Trainer

NOVEMBER

02nd	Coaching Your Staff for Success
03rd	Delivering Excellence in Retail
09th	Managing Change: People & Process
24th	Professional Sales Techniques

DECEMBER

01st	Essential Marketing Skills 1/2 Day
07th	Developing an Effective Sales Strategy
09th	Employee Appraisals & Objective Setting
13th	Delegation Skills
14th	Project Management

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



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

For further information contact:
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