

COURSE CALENDAR 2020

Course	Location	Date(s)	Price
January			
Into to Microsoft Excel	Walsall	21st Jan	£139 + VAT (Per Person)
IOSH Working Safely	Cannock	29th Jan	£125 + VAT (Per Person)
ILM Award in Leadership and Management	Cannock	30th Jan, 5th, 10th Feb	£875 + VAT (Per Person)
IOSH Managing Safely	Cannock	30th Jan, 6th, 13th, 27th Feb	£495 + VAT (Per Person)
February			
Safe use of Power Press	Walsall	5th Feb	£99 + VAT (Per Person)
ILM Award in Leadership and Management	Cannock	18th Feb, 3rd, 13th Mar	£875 + VAT (Per Person)
First Aid at Work	Cannock	25th Feb, 3rd, 10th Mar	£148 + VAT (Per Person)
Emergency First Aid	Cannock	25th Feb	£115 + VAT (Per Person)
March			
Into to Project Management	Cannock	2nd Mar	£198 + VAT (Per Person)
Impression Taking for Dental Nurses	Walsall	3rd Mar	£75 + VAT (Per Person)
Internal Quality Auditing BS EN ISO 9001:2015	Cannock	4th Mar	£198 + VAT (Per Person)
Fire Marshal (<i>Half Day</i>) / Manual Handling (<i>Half Day</i>)	Cannock	4th Mar	£75 + VAT (Per Person) <i>Per Half Day</i>
Into to Microsoft Excel	Cannock	5th Mar	£139 + VAT (Per Person)
Advanced Microsoft Excel	Cannock	19th Mar	£139 + VAT (Per Person)
Effective Appraisals	Cannock	24th Mar	£198 + VAT (Per Person)
IOSH Working Safely	Cannock	24th Mar	£125 + VAT (Per Person)
Microsoft PowerPoint	Cannock	25th Mar	£139 + VAT (Per Person)
April			
Into to Project Management	Cannock	1st Apr	£198 + VAT (Per Person)
Customer Service <i>Half Day</i> / Telephone Techniques <i>Half Day</i>	Cannock	2nd Apr	£75 + VAT (Per Person) <i>Per Half Day</i>
Lead, Motivate, Perform	Cannock	6th Apr	£198 + VAT (Per Person)
Professional Selling Skills	Cannock	7th Apr	£198 + VAT (Per Person)
ILM award in Leadership and Teamkills	Cannock	16th, 28th Apr, 18th May	£525 + VAT (Per Person)
IOSH Managing Safely	Walsall	22nd, 29th Apr, 6th, 13th May	£495 + VAT (Per Person)
Time Management and Personal Planning	Walsall	29th Apr	£198 + VAT (Per Person)

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May

Emergency First Aid	Walsall	27th May	£115 + VAT (Per Person)
First Aid at Work	Walsall	27th May, 3rd, 10th Jun	£148 + VAT (Per Person)

June

Time Management and Personal Planning	Cannock	11th Jun	£198 + VAT (Per Person)
IOSH Managing Safely	Cannock	30th Jun, 7th, 14th, 21st Jul	£495 + VAT (Per Person)

July

Effective Appraisals	Cannock	1st Jul	£198 + VAT (Per Person)
Lead, Motivate, Perform	Cannock	15th Jul	£198 + VAT (Per Person)

August

Professional Selling Skills	Cannock	18th Aug	£198 + VAT (Per Person)
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September

Customer Service Half Day / Telephone Techniques Half Day	Cannock	7th Sep	£75 + VAT (Per Person) Per Half Day
First Aid at Work	Cannock	10th, 17th, 24th Sep	£148 + VAT (Per Person)
Account Management	Cannock	29th Sep	£198 + VAT (Per Person)
IOSH Managing Safely	Walsall	30th Sep, 7th, 14th, 21st Oct	£495 + VAT (Per Person)

October

Time Management and Personal Planning	Cannock	12th Oct	£198 + VAT (Per Person)
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November

Key Skills for Leading and Managing Your Team	Cannock	10th Nov	£198 + VAT (Per Person)
Emergency First Aid	Walsall	10th Nov	£115 + VAT (Per Person)
First Aid at Work	Walsall	10th, 17th, 24th Nov	£148 + VAT (Per Person)

December

Lead, Motivate, Perform	Cannock	2nd Dec	£198 + VAT (Per Person)
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Commercial Courses and Booking

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