

## Management & Personal Development Series

### January – June 2017 Public Course Schedule

Course Name	Jan	Feb	Mar	Apr	May	June
<a href="#">Essential Negotiation Skills</a>	18			28		
<a href="#">Time Management &amp; Personal Effectiveness</a>		10			17	
<a href="#">Managing &amp; Resolving Conflict</a>						
<a href="#">Change Management</a>						
<a href="#">Advanced Change Management</a>						
<a href="#">Facilitation Skills for Managers</a>		24				
<a href="#">Presentation Skills</a>	26				10	
<a href="#">Assertiveness For Success</a>		3			4	
<a href="#">Report Writing</a>			16		16	
<a href="#">Introduction to Business Writing</a> <b>NEW</b>						
<a href="#">Effective Communication Skills</a>			30		23	
<a href="#">New Managers Training Programme</a>		23-24				
<a href="#">Front Line Manager</a>						
<a href="#">Effective Meeting Skills</a>				26		
<a href="#">Strategic Workforce Planning</a> <b>NEW</b>						
<a href="#">Managing People Through Challenging Times</a> <b>NEW</b>						
<a href="#">Skillful Selection - Interview Skills</a> <b>NEW</b>						
<a href="#">Managing Poor Performance</a> <b>NEW</b>						
<a href="#">Challenging Absenteeism</a> <b>NEW</b>						
<a href="#">Improving Attendance</a> <b>NEW</b>						
<a href="#">Mindfulness At Work</a> <b>NEW</b>						
<a href="#">Developing Resilience</a> <b>NEW</b>			2			