

Workshops between January and June 2012



Managing People 18th January or 20th June

One day course £ 150.00 + VAT

This popular workshop is ideal for the manager who performs a role functionally in the team he or she manages. Let us take you through the essential tools a manager needs in their toolkit

HR for Administrators 21st, 28th February & 6th March

Three day course £ 350.00 + VAT

This popular workshop is aimed at individuals who are office administrators who do not have a qualification in personnel or Human Resources but who are tasked with administering the function within their organisations.

HR for Managers 18th April

One day course £ 150.00 + VAT

This workshop is aimed at managers who do not have a background in HR or a qualification in personnel or employment law. Covering the essential elements this workshop is ideal for those responsible for the function or managing a HR team.

Dealing with Difficult People 16th May

One day course £ 150.00 + VAT

This workshop is aimed at individuals who come into contact with difficult people at work. These can be colleagues, staff, customers etc. The workshop covers how to effectively deal with this behaviour.

Employment Law Updates 20th March

One day course £ 150.00 +VAT

Our employment law updates are essential for business owners, directors, managers and HR personnel who need to be up to date with frequently changing employment legislation. Lots of examples and case law will be covered on these interactive workshops