

HIGH QUALITY TRAINING FOR THE Voluntary & Community Sector

APRIL - SEPTEMBER 2009

HALF PRICE TRAINING FOR THE VOLUNTARY & COMMUNITY SECTOR

Gloucestershire Enterprise Ltd is offering training at half price for all Voluntary & Community organisations.

PERSONAL DEVELOPMENT	USUAL COST	VCS COST	APR	MAY	JUN	JUL	AUG	SEP
Assertiveness	£143	£71	21		4(T)	8		15(T)
Communications at Work	£143	£71	29			16		
Creating Confidence	£143	£71	30				11	
Effective Minute Taking *	£89	£44	28	14(T)		15		8(T)
Effective Personal Assistant	£143	£71		13			21	
Essentials of Grammar *	£89	£44		12				
Make the Most of your Retirement	£143	£71		1		24		
Memorise This	£143	£71			11			
Mind Mapping	£143	£71				3		
Negotiating Skills	£143	£71			9			
Presentation Skills	£143	£71	21		3(T)	6		9(T)
Report Writing Skills	£149	£74			2			
Speed Reading	£143	£71		19				
Speed Writing *	£89	£44		6,28(T)		22		23(T)
Stress Management	£143	£71			12			
Time Management	£143	£71	29(T)	12		2	18(T)	16
The Art of Public Speaking	£143	£71	24					
Training the Trainer	£143	£71	8	22(T)		3		
Writing Business Letters	£143	£71	24			15(T)		28
MANAGEMENT DEVELOPMENT	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Budgeting Programme *	£89	£44	14(T)			14		
Coaching and Mentoring Skills	£149	£74			10			
Data Protection Act	£149	£74				2		
Directors Finance and Law	£149	£74	9			6(T)		
Facilitation Skills	£149	£74				1		
Finance for Non-financial Managers	£149	£74		13(T)		8		
Getting People to Perform at Work	£149	£74			16			
Internal Quality Auditing	£149	£74		5(T)				
Leadership & Teamwork Skills	£143	£71	3(T)		8			
Managing Absence*	£89	£44	28			23		
Managing Conflict	£143	£71			1(T)	7		
Managing Meetings	£143	£71			9(T)			16
Positive Stock Control	£143	£71						
Professional Presentations	£149	£74	3			17		
Project Management	£149	£74	27	21(T)	25			17(T)
Supervisory Skills	£143	£71		14	8(T)	1		29
The Role of the Company Secretary *	£89	£44						22
Writing and Managing Contracts	£149	£74			10(T)			10
HUMAN RESOURCES	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Appraisal Skills & Performance Management	£149	£74	16(T)	18		8(T)		8
Dealing with Difficult Employees	£149	£74		8		16(T)		
Disciplinary and Grievance Procedures	£149	£74	22		5(T)		13	
Introduction to Employment Law	£149	£74	9(T)		10			15
Job Evaluation and Pay Structures	£149	£74		7				
Recruitment Selection and Interviewing	£149	£74	20		12(T)		19	
HEALTH AND SAFETY	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Fire Marshal Training *	£89	£44		8(T)	29			
Fire Risk Assessment *	£89	£44		8(T)	29			
Health and Safety at Work	£149	£74	15(T)		5			
Manual Handling *	£89	£44	2			2(T)		
Risk Assessment (Health & Safety)	£149	£74		6(T)		14		
CUSTOMER SERVICE	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Dealing with Difficult Customers	£143	£71	22(T)		3		24(T)	11
Effective Telephonist / Receptionist	£143	£71		18	26(T)		14	
Essentials of Customer Service	£143	£71	29					
Keeping Valued Customers	£143	£71				10		
SALES & MARKETING	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Consultative Selling	£149	£74			2(T)		11	
Cost Effective Advertising & Promotion	£149	£74	21					
Debt Collection by Telephone	£143	£71						4
Effective Credit Control	£149	£74			12			
E-mail Marketing and the Law *	£89	£44	1					
Introduction to Successful Selling	£143	£71			24			
Key Account Management	£149	£74		27(T)		15		
Marketing a Service	£149	£74						11
Negotiate a Better Deal with your Suppliers	£149	£74			4			
Positive Purchasing	£149	£74		14				
Telephone Sales	£143	£71		5				
INFORMATION TECHNOLOGY	COST	VCS	APR	MAY	JUN	JUL	AUG	SEP
Adobe In Design	£143	£71	24					
Building your own Web-Site	£143	£71	21					
Introduction to Adobe Photoshop	£143	£71				10		
Web Design Using Dreamweaver - 2 days	£286	£143	28,29					
MS Access Level 1 - Beginners **	£143	£71			4		12	
MS Access Level 2 - Intermediate **	£149	£74		14		28		
MS Access VBA Programming - 2 days	£286	£143					25,26	
MS Excel Level 1 - Beginners **	£143	£71	3	11	9	8	6	11,29
MS Excel Level 2 - Intermediate **	£149	£74	27	22	23	29	20	21
MS Excel Level 3 - Advanced Users	£149	£74			29			25
MS Excel VBA Programming - 2 days	£286	£143		19,20				
MS Outlook	£143	£71		13				17
MS Project 2003	£149	£74			2			
MS Publisher	£149	£74				6		
MS Word Beginners **	£143	£71			11			15
MS Word 2003 Professional Documents	£143	£71	8			13		
PowerPoint Presentations **	£143	£71			16			10

*Half day course (9.30am-12.30pm or 1.30pm-4.30pm) ** Evening Classes also available (T) Thornbury
VAT on above costs is not payable by Voluntary & Community Organisations

Gloucestershire
Enterprise Ltd
Improving Profitability through Quality Training

'OUTSTANDING'
OFSTED'S rating of Gloucestershire Enterprise Ltd
September 2007

QUALIFICATIONS

LEVEL	QUALIFICATION
2	ilm Business Improvement Award £510 + VAT + £69 registration
2	ilm Award in Exploring Enterprise £400 + VAT + £69 registration
2	ilm Award in Team Leading £390 + VAT + £69 registration May 1, 15, 20 July 2, 10, 17, Sep 7, 14, 21
3	ilm Award in First Line Management £585 + VAT + £70 registration Apr 2, 7, 15, 23, 27 Jun 4, 9, 17, 23, 30, Aug 4, 7, 12, 18, 25
3	ilm Award in Workplace Coaching £390 + VAT + £73 registration May 12, 15, 19
3	ilm Modern Business Manager £585 + VAT + £73 registration October/November
5	ilm Management Coaching & Mentoring £699 + VAT + £114 registration Sep 8, 10, 15, 18, 22, 24
5	ilm Award in Management £840 + VAT + £89 registration April 17, May 11, Jun 15, Jul 3, Sep 10, Sep 28
2	IOSH IOSH Managing Safely £478 + £20 registration + VAT May (T) 11, 15, 19, 20 Jul 7, 9, 14, 16
2	IOSH IOSH Working Safely £143 + VAT Distance Learning
3	NEBOSH NEBOSH National General Certificate £1180 + VAT + £90 registration November/December
2	NEBOSH HSE First Aid Appointed Persons £143 + VAT May 1, Sept (T) 3
2	NEBOSH HSE First Aid at Work Certificate £478 + VAT April (T) 14, 15, 23, 24 June 4, 5, 15, 16, Sep 1, 2, 14, 15
2	ECDL European Computer Driving Licence (ECDL) Training and Testing - call 01242 864137 for details
2	CIEH CIEH Professional Trainer Certificate £450 + VAT Apr 7, 8, 9 July (T) 13, 14, 15
2	National Vocational Qualifications Team Leading First Line Management Management Management
2	FUNDING AVAILABLE FOR THE VOLUNTARY & COMMUNITY SECTOR - NVQ Plus Structured Development Programmes using ILM to develop new skills and NVQ's to coach those skills in the work place.
2	Team Leader Programme
3	Supervisor Programme Call 01242 864137 for details or visit www.glosenterprise.co.uk

- All courses can run In-House, bespoke to you, either at your place or ours (Cheltenham or Thornbury Training Centres)
- 140+ Online courses are available to save on time and costs
- Build your own qualifications using the new flexible awards, for an individual or whole organisation

To book or enquire, call 01242 864137 or email info@glosenterprise.co.uk

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