

Personal, Business and Management Development

Timetable for Pitman Training Coventry/Leicester open seminar programme 2009

To book now call

02476 226969 or 0116 2755595

Email: info@pitmanleicester.co.uk



COURSE DESCRIPTION	PRICE	JAN 09	FEB 09	MAR 09	APR 09	MAY 09	JUN 09	JUL 09	AUG 09	SEP 09	OCT 09	NOV 09	DEC 09
Achieve a Work/Life balance	£295	6		3		5		7		1		3	
Appraisal Skills	£295		3		7		2		4		6		
Assertiveness	£295		10		14		9		10		13		
Better Business Writing	£295			10			15			8			8
Body Language	£295		9			4			3			2	
BOSCARD Project Management (3 days)	Pls Call	Call for further details						Call for further details					
Communication Skills	£295	13		11		12		14		15		6	
Customer Care	£295	19		17		19		16		22		10	
Effective Presentation Skills	£295		11			26			11			13	
Executive PA/Secretary	£295		16		21				19		22		
Finance for Non Financial Managers	£295			19				21				19	
FISH – energise your workplace	£295			9			14			7			
Interview Skills	£295	30			20			31	28		27		
Meetings and Minutes	£295	20	17		10	7		16	20				
Project Management Principles	£295	21		24		28		15		19		14	
Review & Performance Management	£295		16			6			19			18	
Selling with NLP	£295			18			29			28			
Stress Management	£295		19		28		16						
Supervisory Skills	£295	22	24	27		23	28	18		20	17	15	
Telephone Techniques	£295	27		30			30		25			22	20
The Professional Receptionist	£295				30			23			16		
Time Management	£295	28		31		29		30		25		24	
Train the Trainer	£295		27		27		26			29		27	
Understanding Change	£295		26				25				18		

2 easy ways to book or find out more

- Check availability by calling 02476 226969/0116 2755595, then confirm by post, fax or email
- Complete the form below and fax it back to 02476 239552/0116 2755595 / email to: info@pitmanleicester.co.uk / post to: Pitman Training Centre, 3rd Floor, 13-15 Belvoir Street, Leicester. LE1 6SL

Line/Authorising Manager

Mr/Mrs/Miss/Ms	First Name	Surname
Job Title	Company	
Address		
Postcode	Email	
Tel		Fax
Course title	No of Delegates	Date / /
		Course Fee £

Signature _____

Date _____

Booking Information

All fees include comprehensive course notes. Except where shown, our courses are not residential. Responsibility for booking accommodation on non-residential courses rests with the delegate. Fees are quoted exclusive of VAT, which will be added to invoices at the prevailing rate. Full joining instructions will be emailed to you before the course. All dates and fees are correct at the time of going to press. Pitman Training Coventry/Leicester reserves the right to change them at any time without notice.

Terms of payment

When written confirmation of your booking is received, we will send an acknowledgement and raise an invoice in advance of the course. Invoices are due for payment 28 days before courses commence. Cancellations and transfers must be in writing, and we regret that they cannot be accepted within 28 days of the course start date, although substitute delegates will always be welcome.