

**Personal Development Timetable 2022:** Classroom training delivered face to face in Glasgow and Edinburgh centres or through our virtual classrooms. Contact Helen McCanney to book your place: [helen.mccanney@pitman-training.net](mailto:helen.mccanney@pitman-training.net)

	Jan 2022	Jan Virtual	Feb 2022	Feb Virtual	Mar 2022	Mar Virtual	April 2022	April Virtual	May 2022	May Virtual	Jun 2022	Jun Virtual
<b>RED = Glasgow</b>												
<b>BLACK = Edinburgh</b>												
<b>GREEN = Virtual</b>												
Assertiveness	11			2/3			7					8/9
Better Business Writing				2/3				12/13				
Communication Skills		10/11			10				17			
Executive PA	18/19				3/4					16/17/18/19		
Identify and Manage Stress				7								
Influencing Skills				7/8						18/19		
Leadership Skills						17/18						
Management Skills		17/18										15/16
Meetings and Minutes	12		10			15/16	6		23			8/9
Presentation Skills				9/10/11					10/11			
Project Management Principles	13/14				1/2				9/10			
Professional Receptionist				8/9				12/13				
Report Writing		26/27					5					
Speedwriting		26/27				15/16				16/17		
Supervisory Skills	19/20				3/4					23/24/25/26		
Telephone Techniques	20					17			18			
Time Management	6					22/23					7	
Train the Trainer	25/26/27					21/22/23/24/25					28/29/30	



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Additional topics available off schedule – group, or 1-2-1 training: Effective Team Work, Preparing for a Job Interview

	Jul 2022	Jul Virtual	Aug 2022	Aug Virtual	Sep 2022	Sep Virtual	Oct 2022	Oct Virtual	Nov 2022	Nov Virtual	Dec 2022	Dec Virtual
<b>RED = Glasgow</b>												
<b>BLACK = Edinburgh</b>												
<b>GREEN = Virtual</b>												
Assertiveness			1				4					7/8
Better Business Writing		11/12				27/28				2/3		
Communication Skills		13/14			1				8			19/20
Executive PA	13/14				13/14					7/8/9/10		
Identify and Manage Stress				10						10		
Influencing Skills			4						14			
Leadership Skills						28/29						
Management Skills				11/12						15/16		
Meetings and Minutes	19		3			5/6	6		16			7/8
Presentation Skills			17/18					4/5/6				
Project Management Principles	20/21				21/22				17/18			
Professional Receptionist		11/12						12/13				
Report Writing	5					5/6				2/3		
Speedwriting		6/7				27/28				29/30		
Supervisory Skills	27/28				13/14					22/23/24/25		
Telephone Techniques	22					7					6	
Time Management			9					19/20			1	
Train the Trainer			29/30/31					24/25/26/27/28			13/14/15	