



TLC Training Calendar 2011

Updated 18th July 2011

- A **Assertiveness in the Workplace (2 Days)**
- B **Brilliant Thinking Made Easy**
- C **Career Development Workshop: Effective Career Management (MBTI included)**
Coaching:
Coaching: An Introductory Workshop
 Coaching Skills for Managers: Becoming a Coach (2 days)
 Coaching in Action - Introduction to Coaching for Managers (1 1/2 days)
 Coaching in Action - Developing your Coaching Skills (4 x 1/2 days)
 The Internal Coach - Introduction to Coaching (2 separate days)
 The Internal Coach - Next Steps in Coaching (4 x 1/2 days)
 The Internal Coach - Advanced Coaching Skills (6 x 1/2 days)
 Executive Coaching: Supporting High Performers
- Communication Excellence in Business (2 days)**
- C **Conflict Management**
Contract Law for Non-Legal Managers
Customer Service & Loyalty
 Excelling in Customer Service
- E **Effective Appraisal Skills**
- F **Facilitation Skills**
Finance
 Business Finance for Engineers & Project Managers
 Finance for Non-Financial Managers
- Fundamentals of Manufacturing Management series**
 Finance
 Just-in-time Management
 Management of people
 New Product Development
 Production Systems
 Project Management
- G **GUI Usability**
- H **How to Network Effectively**
How to get your ideas adopted

Unit Price	July	Aug	Sept	Oct
2.5	11&12			3&4
3.5			20&21	
3				
1.5			5	
3				
4				
3				
2.5			6&7	
1.5				
1				
2.5				
1				
1.5				12
1.5				
1.5				
0.75				
0.75				
0.75				
0.75				
0.75				
0.75				
3				
1				
1.5				

		Unit Price				
			July	Aug	Sept	Oct
I	Intercultural Communication:					
	Working Effectively Across Cultures	2			22	
	Intercultural Skills: Chinese Cultural Awareness	2				
	Intercultural Skills: Indian Cultural Awareness	2				14
	Intercultural Skills: Japanese Cultural Awareness	2				
	Intercultural Skills: Working & Living in the UK	2				
	Improving Personal Impact & Influence	2.5				4
	Influencing & Persuasion in Business	2.5				
	Internal Consultancy Skills	3				
	Interviewing Skills	1			8	
	Introduction to NLP	2				
	ISEB Foundation Certificate in Software Testing	5		31 Aug & 1,2 Sept		
	ISEB Intermediate Certificate in Software Testing	5.5				
J	Java Bootcamp	6.5				
L	Leadership					
	Leading High Performance Teams	2.5				
	Situational Leadership (2 Days)	3				
	Legal issues in the workplace: half day workshop series	1				
M	Making the Business Case	2.5				
	Management Skills and Development					
	Transition to Management (2 Days): for new managers	3	3&14;20&21		13&14	
	Management Toolkit - (2 Days): for experienced managers	2.5				
	The Professional Manager at Work - 3 x 2 day modules	7.5				
	Executive Diploma In Management: CMI level 5 (6 x 3-day modules)	27				
	Half day Management Power Session - Advanced motivation	1				
	Half day Management Power Session - Delegation & Empowerment	1				
	Half day Management Power Session - Delivering on projects	1				
	Half day Management Power Session - Developing my people	1				
	Half day Management Power Session - Getting the team meeting going	1				
	Half day Management Power Session - Giving difficult feedback	1				
	Half day Management Power Session - Interviewing for jobs	1				
	Half day Management Power Session - Making the tough decision	1				
	Half day Management Power Session - The performance review	1				
	Managers Guide to Disciplinary and Grievance (delivered in-house)	5				
	Managing Innovation in Small Companies workshop series - IfM 6xhalf day	4.5				
	Managing Meetings	1.5			20	
	Minute Taking with Confidence	1.5				

Senior & Strategic Management - The Judge Business School (2 days) cont'd

- Managing brands
- Product marketing strategies for impact
- Managing customer relationships and creating customer loyalty
- Women in leadership
- General management programme: 2 weeks

SME Business Development workshop series - IFM

- Cash Management
- Demand Management
- Managing Manufacturing 1 - Structure
- Managing Manufacturing 2 - Infrastructure
- Marketing
- Quality
- Sales Management
- Strategy for SMEs
- Successful Product Pricing
- Supply Chain
- Unique Value and Innovation

Speaking in Public

Supervisory Skills

Stress Management Techniques

Managing Stress in the Workplace

T Technical Creativity Masterclass

Time Management

Today's PA

Train the Trainer (2 Days)

W Thinking on Your Feet

Working with External Partners

Working Smarter not Harder

Writing Skills for PR

Working Through Others

Microsoft

- Excel 2003 Introduction
- Excel 2003 Intermediate
- Excel 2003 Advanced
- Excel 2007 Visual Basic for Applications
- Excel 2007 Introduction
- Excel 2007 Intermediate

Unit Price	July	Aug	Sept	Oct
9				
9				
9				
42				
0.75				
0.75				
0.75				
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0.75				
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0.75				
0.75				
0.75				
0.75				
1				
2				
0.5				
1.5				
1				
1			13	
3				
5				11&12
1.5				4&5
1.5				
1.5				13
1.5				
2.5				
1				
1				
1				
3				
3				
1				
1				

Excel 2007 Advanced
Photoshop CS4 Introduction
Photoshop CS4 Advanced
PowerPoint 2003 Introduction
PowerPoint 2003 Advanced
PowerPoint 2007 Introduction
PowerPoint 2007 Advanced
Microsoft Project 2007 Introduction
Microsoft Project 2007 Intermediate
Microsoft Project 2007 Advanced
Microsoft Visio 2003 Introduction
Word 2003 Introduction
Word 2003 Intermediate
Word 2003 Advanced
Word 2007 Introduction
Word 2007 Intermediate
Word 2007 Advanced

Unit Price	July	Aug	Sept	Oct
2.5				
2.5				
1				
1				
1				
1				
1				
1				
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1				

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