

OPEN COURSES

Achieve ILM Qualifications – through our Open Courses

Our open courses are different to those traditional courses which cover just one topic for the whole day! These unique one day courses, each combine of four of our 90 minute toolkit sessions and themed around a particular area.

Skilfully delivered by our expert trainers, every course is action-packed, interactive and fun. You will discover practical tips, tools and techniques that you can apply straight away.


Apart from the great training, you'll receive a comprehensive learning guide for each session in the day, and a personalised course certificate of attendance for your CPD records.

And... you can also gain ILM qualifications by attending these management and personal development courses!



MANAGEMENT DEVELOPMENT COURSES

- Ideal for all practicing and aspiring managers, supervisors and team leaders

Ref:	Course Title:	 4 x 90 Minute Sessions			
MD1	Leading Your Team	Leadership	Managing People	Building Your Team	The Engaging Manager
MD2	Setting Your People Up for Success	Motivating Others	Coaching	Feedback	Monkey Management
MD3	Personal Development for Managers	Develop Yourself	Setting Goals & Objectives	Identify Your Strengths	Interpersonal Skills
MD4	Managing for Performance	Appraisal Skills	Managing Performance	One Minute Management®	Delegation
MD5	Communication for Managers	Communication Skills	Building Positive Relationships	Managing Meetings	Team Briefing
MD6	Positive Relationships	Dealing with 'Difficult' People	Challenging Conversations	Diversity Awareness	Handling Conflict
MD7	The Effective Manager	Time Management	The Organised Manager	Handle Your Stress	Develop Your People
MD8	Stepping Up To Management	Introduction to Management	Developing Management Style	Planning & Organising	Delegation


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PERSONAL DEVELOPMENT COURSES

- Ideal for anyone looking to sharpen-up their personal development and effectiveness

Ref:	Course Title:	 4 x 90 Minute Sessions			
PD1	Setting Yourself Up for Success	Develop Yourself	Identify Your Strengths	Communication Skills	Building Self-Confidence
PD2	Effective Team Working	Effective Teamwork Skills	Diversity Awareness	Building Positive Relationships	Handling Conflict
PD3	Personal Influence & Impact	Influencing	Personal Impact	Powerful Persuasion	Networking
PD4	Developing Personal Effectiveness	Time Management	Assertiveness	Managing Upwards	Handle Your Stress
PD5	Effective Business Writing	Writing for Results	Writing Great Reports	Writing Readable Documents	Rapid Reading
PD6	Positive Presentation Skills	Building Self-Confidence	Developing a Presentation	Presentation Delivery Skills (180 Mins)	
PD7	Creative Problem Solving	Problem Solving	Decision Making	Creative Thinking	Visual Mapping

Achieving ILM Qualifications

By attending each of the courses below marked  and also completing an amount of written assessment, you can achieve the ILM qualification shown. Contact us now to find out more...

MANAGEMENT DEVELOPMENT COURSES	MD1	MD2	MD3	MD4	MD5	MD6	MD7	MD8
Level 2 Award in Personal Development								
Level 2 Award in Team Leading								
Level 3 Award in Effective Management								
Level 3 Award in Leadership								
PERSONAL DEVELOPMENT COURSES	PD1	PD2	PD3	PD4	PD5	PD6	PD7	
Level 2 Award in Effective Team Member Skills								

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