

Courses	Trainer	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Personal Effectiveness															
Assertiveness at Work	John Boulton	9.30 - 5.00	£290	20	18	30	20	6	28	15	3	1/30	15	4	1
Building Self Confidence	John Boulton	9.30 - 5.00	£290	12	24	24	26	26	30	29	19	22	29	19	2
Interviewing Skills for Interviewees	John Boulton	9.30 - 5.00	£290		25	29	13	27	22	30	31	27	19	29	
Live Your Life to the Full	John Boulton	9.30 - 5.00	£290		5	11	12	13	1	6	6	2	6	24	
Negotiation Skills	Bob Turner	9.30 - 5.00	£290			18								5	
Meetings - How to Participate Confidently	Geoff Wood	9.30 - 5.00	£290		9	11		13	17					10	
Personal Development - Core Skills	John Boulton	9.30 - 1.00	£175	27	26	26	14	5	11	16	17	28	20	12	16
Positive Mental Attitude in the Work Place	John Boulton	9.30 - 5.00	£290		3	4	28	25	24	22	25	20	22	16	15
Speed Reading for Professionals	David Creasey	1.30 - 5.30	£175		9				14					5	
Stress Management Techniques	John Boulton	2.00 - 5.30	£175	27	17	23	22	28	29	5	17	28	20	12	22
Time & Self Management	Geoff Wood	9.30 - 5.00	£290		11			11						3	
HR & Recruitment															
Appraisal Interviewing	John Boulton	2.00 - 5.30	£175	15	8	17	16	7	14	21	20	9	25	1	10
Interviewing Skills - Hire Great People	John Boulton	9.30 - 1.00	£175	15	8	17	16	7	14	21	20	9	25	1	10
Train the Trainer - Core Skills	John Boulton	2.00 - 5.30	£175	13	26	15			4	12			4	10	
Financial Skills															
Budgeting - How to play and 'Win' the Budgeting Game	Stuart Warner	9.30 - 5.00	£290		22			27			12			15	
Business Strategy for Small Businesses & Departments	Clive Watkins	9.30 - 5.00	£290				12		10						3
Capital / Project Investment Appraisal - Get to Grips with the Practicalities	Stuart Warner	9.30 - 5.00	£290		15			17			11			8	
Charity Accounts for Non-Accountants	Various	1.30 - 5.30	£125						21				25		
Credit Control Skills	John Boulton	9.30 - 5.00	£290	18	9	8	1	14	17	8	5	3	21	11	8
Finance for Non-Financial Managers	Various	9.30 - 5.00	£290				21			12			13		
Management Accounting - How to Increase Your Contribution to the Organisation	Stuart Warner	9.30 - 5.00	£290		12			6			10			4	

Business Thinking (for Accountants in Practice)															
Defining Edge Practice Management Strategies	Mark Lloydbottom	9.30 - 5.00	£290			15			22		19		14		
Delivering Awesome Client-Focused Service	Mark Lloydbottom	9.30 - 5.00	£290				20								14
Getting Paid What You Are Worth	Mark Lloydbottom	2.00 - 5.30	£175		26									30	
Make Yourself a Business Advisor	Neil Kirby	9.30 - 5.00	£290						16					26	
Managing a Portfolio of Clients	Neil Kirby	9.30 - 5.00	£290						15					25	
Managing a Firm In Tough Times	Mark Lloydbottom	9.30 - 1.00	£175		26									30	
Negotiation Skills for Professionals	Bob Turner	9.30 - 5.00	£290			9									9
Project Management	Clive Watkins	9.30 - 5.00	£290			19			1					2	
Power-up Marketing in Your Practice	Mark Lloydbottom	9.30 - 1.00	£175					10							6

Evening Courses															
		Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assertiveness at Work	John Boulton	6.15 - 8.45	£60	15	16	19	19	20	21	20	19	22	20	23	20
Body Language Essentials	John Boulton	6.15 - 8.45	£60	19		8		17		5		15		10	
Creative Thinking Workshop	John Boulton	6.15 - 8.45	£60	20		4		10		14		9		4	
Credit Control Essentials	John Boulton	6.15 - 8.45	£60		9		7		23		10		5		1
Customer Service Essentials	John Boulton	6.15 - 8.45	£60	28		2		26		7		1		2	
First Time Manager	John Boulton	6.15 - 8.45	£60	26		10		11		12		20		22	
First Time Supervisor	John Boulton	6.15 - 8.45	£60		24		12		8		6		7		2
Front Office / Reception & Telephone	John Boulton	6.15 - 8.45	£60				8		9		17		4		6
Letter Writing & Email	John Boulton	6.15 - 8.45	£60	25		25	14		17	22		8	11		8
NLP Essentials	John Boulton	6.15 - 8.45	£60		18		15		3		11		6		14
Building Self-Confidence	John Boulton	6.15 - 8.45	£60	21	22	11	20	12	15	15	23	23	25	18	3
Public Speaking	John Boulton	6.15 - 8.45	£60		17		27		24		25		14		21
Sales - Closing Skills	John Boulton	6.15 - 8.45	£60	29	23	29	22	25	28	26	26	17	18	16	9
Speeches & Talks - Practise your speech and overcome fear	John Boulton	6.15 - 8.45	£60		2				1		2		1		7
Telephone Techniques	John Boulton	6.15 - 8.45	£60	18	11	15	13	5	10	6	9	6	13	11	13
Telesales - Cold Calling	John Boulton	6.15 - 8.45	£60	13		3		13		13		14		15	
Telesales - Qualify Prospect, Make Appointments	John Boulton	6.15 - 8.45	£60		25		21		25		24		21		16
Time & Self Management	John Boulton	6.15 - 8.45	£60	14	10	17	26	27	29	21	31	28	28	24	17