

Personal Development Management & Financial Skills 2009



**“Friendly, professional
training that
instils confidence”**

Lucy B
British Board of Film Classification

revolutionise performance

Personal Development, Management and Financial Skills 2009

- Training courses that focus entirely on practical skills that can be applied in the office
 - Restricted delegate numbers to ensure personal attention from the trainer
 - Course documentation for future reference
- Training courses and workshops can be run on your own premises and tailored to your specific needs - please call 020 7284 4995

pass
training

Detailed course outlines are available at www.pass.co.uk

Management and Personal Development Courses

Achieving Your Full Potential Neil Kirby	£290	9.30 - 5.00
Appraisal Interviewing John Boulton	£290	9.30 - 5.00
21 Jan, 11 Feb, 09 Mar, 03 Apr, 26 May, 24 Jun, 20 Jul, 14 Aug, 07 Sep, 07 Oct, 06 Nov, 09 Dec		
E Assertiveness at Work John Boulton	£290	9.30 - 5.00
22 Jan, 09 Feb, 12 Mar, 17 Apr, 14 May, 03 Jun, 03 Jul, 06 Aug, 11 Sep, 13 Oct, 12 Nov, 02 Dec		
Business Strategy for Small Businesses & Departments Clive Watkins	£290	9.30 - 5.00
03 Apr, 09 Jun, 04 Dec		
Client Service Essentials John Boulton	£175	9.30 - 1.00
10 Feb, 06 Apr, 18 May, 12 Jun, 10 Sep, 09 Nov		
Coaching Essentials John Boulton	£175	9.30 - 1.00
23 Jan, 25 Mar, 21 May, 21 Jul, 09 Sep, 11 Nov		
Communicate Brilliantly John Boulton	£175	9.30 - 1.00
26 Jan, 27 Feb, 20 Mar, 28 Apr, 20 May, 22 Jun, 24 Jul, 13 Aug, 15 Sep, 15 Oct, 13 Nov, 14 Dec		2.00 - 5.30
E Credit Control John Boulton	£290	9.30 - 5.00
19 Jan, 20 Feb, 19 Mar, 20 Apr, 19 May, 15 Jun, 17 Jul, 19 Aug, 21 Sep, 23 Oct, 24 Nov, 17 Dec		
E Customer Care & Service John Boulton	£290	9.30 - 5.00
20 Jan, 23 Feb, 24 Mar, 21 Apr, 22 May, 23 Jun, 23 Jul, 24 Aug, 23 Sep, 20 Oct, 26 Nov, 18 Dec		
Delegation - Essential Skills Geoff Wood	£175	9.30 - 1.00
03 Jun, 18 Nov		
Delegation, Motivation and Providing Feedback Geoff Wood	£290	9.30 - 5.00
11 Mar, 01 Jun, 16 Nov		
E First Time Manager John Boulton	£175	2.00 - 5.30
23 Jan, 12 Feb, 25 Mar, 29 Apr, 21 May, 26 Jun, 21 Jul, 11 Aug, 09 Sep, 06 Oct, 11 Nov, 10 Dec		
E First Time Supervisor John Boulton	£175	9.30 - 1.00
12 Feb, 29 Apr, 26 Jun, 11 Aug, 06 Oct, 10 Dec		

E Front Office/Reception & Telephone John Boulton	£290	9.30 - 5.00
28 Jan, 25 Feb, 26 Mar, 30 Apr, 28 May, 25 Jun, 16 Jul, 18 Sep, 16 Oct, 17 Nov, 15 Dec		
Grow Your Practice Mark Lloydbottom	£175	9.30 - 1.00
08 May, 07 Dec		
Influencing Difficult People John Boulton	£175	2.00 - 5.30
10 Feb, 13 Mar, 06 Apr, 18 May, 12 Jun, 14 Jul, 07 Aug, 10 Sep, 02 Oct, 09 Nov, 16 Dec		
Leadership & Team Building John Boulton	£290	9.30 - 5.00
16 Feb, 23 Mar, 23 Apr, 29 May, 16 Jun, 15 Jul, 10 Aug, 16 Sep, 22 Oct, 16 Nov, 08 Dec		
E Letter Writing & Email - Create a Professional Impression Geoff Wood	£290	9.30 - 5.00
13 Feb, 11 May, 05 Aug, 14 Aug, 16 Dec		
Make Yourself a Business Advisor Neil Kirby	£290	9.30 - 5.00
17 Jul, 27 Nov		
Managing a Portfolio of Clients Neil Kirby	£290	9.30 - 5.00
16 Jul, 26 Nov		
Managing Projects Clive Watkins	£290	9.30 - 5.00
18 Mar, 02 Jun, 03 Nov		
Meetings - Influencing Others Geoff Wood	£175	2.00 - 5.00
15 Jul, 24 Nov		
Meetings - Participating Confidently Geoff Wood	£290	9.30 - 5.00
09 Feb, 13 Mar, 13 May, 11 Jun, 11 Nov		
Meetings - Taking Minutes John Boulton	£175	9.30 - 1.00
13 Mar, 14 Jul, 07 Aug, 02 Oct, 16 Dec		
Mentoring, Managing & Motivating John Boulton	£290	9.30 - 5.00
29 Jan, 26 Feb, 02 Apr, 11 May, 09 Jun, 01 Jul, 03 Aug, 17 Sep, 12 Oct, 04 Nov		
Motivating Professional Staff to Maximise Profits Jacky Lewis	£175	2.00 - 5.30
08 May, 07 Dec		
Negotiation Skills for Professionals Bob Turner	£290	9.30 - 5.00
09 Mar, 09 Dec		

Networking a Room - Essential Skills Geoff Wood	£80	3.00 - 7.00
04 Feb, 21 Apr, 09 Jun, 21 Jul, 02 Sep, 15 Oct		
E Personal Development Essentials John Boulton	£175	9.30 - 1.00
27 Jan, 18 Feb, 16 Mar, 01 Apr, 27 May, 13 Jul, 12 Aug, 14 Sep, 01 Oct, 10 Nov, 03 Dec		
Problem Solving & Decision Making Geoff Wood	£175	2.00 - 5.00
14 Jul, 23 Nov		
E Public Speaking Skills Geoff Wood	£290	9.30 - 5.00
09 Feb, 13 Mar, 13 May, 11 Jun, 11 Nov		
Recruitment Interviewing - Hire Great People John Boulton	£290	9.30 - 5.00
16 Jan, 19 Feb, 06 Mar, 15 Apr, 13 May, 19 Jun, 10 Jul, 20 Aug, 22 Sep, 09 Oct, 19 Nov, 07 Dec		
Report Writing John Boulton	£290	9.30 - 5.00
30 Jan, 13 Feb, 10 Mar, 16 Apr, 12 May, 10 Jun, 02 Jul, 17 Aug, 02 Sep, 05 Oct, 20 Nov, 01 Dec		
Secretarial & PA Excellence John Boulton	£290	9.30 - 5.00
05 Feb, 22 Apr, 11 Jun, 18 Aug, 08 Oct, 11 Dec		
E Successful Selling - Face-to-Face & Telephone John Boulton	£290	9.30 - 5.00
06 Feb, 05 Mar, 07 Apr, 15 May, 29 Jun, 22 Jul, 21 Aug, 24 Sep, 19 Oct, 23 Nov		
Speed Reading for Professionals David Creasey	£175	1.30 - 5.30
02 Feb, 08 Jun, 05 Nov		
Stress - Thrive Under Pressure John Boulton	£175	9.30 - 5.00
27 Jan, 18 Feb, 16 Mar, 01 Apr, 27 May, 13 Jul, 12 Aug, 14 Sep, 01 Oct, 10 Nov, 03 Dec		
E Telemarketing Essentials John Boulton	£175	9.30 - 1.00
24 Feb, 24 Apr, 17 Jun, 04 Aug, 14 Oct, 04 Dec		
E Telephone Skills for Support Staff - Sound Professional John Boulton	£175	9.30 - 1.00
26 Jan, 27 Feb, 20 Mar, 28 Apr, 20 May, 22 Jun, 24 Jul, 13 Aug, 15 Sep, 15 Oct, 13 Nov, 14 Dec		
E Time and Self Management Geoff Wood	£290	9.30 - 5.00
11 Feb, 15 May, 12 Aug, 13 Nov		
Train the Trainer Essentials John Boulton	£175	9.30 - 1.00
24 Feb, 24 Apr, 17 Jun, 04 Aug, 14 Oct, 04 Dec		

"Enthusiastic, made sure everyone was involved and at ease. Relevant to needs and pitched at the correct level"
Melanie S, Tate & Lyle

"Engaging and very interesting"
Louisa F, HM Treasury

"Clear and informative, varied and interesting. I really enjoyed the course"
Carla G, Zoological Society of London

"Specific to my needs, transferable and relevant to business needs which I could relate to my work."
Kristine G, The Statistics Commission

"Very enthusiastic & friendly. Broke the ice quickly."
Rachel S, RBS

Accountants in Business

UK Accounting Standards Refresher – the last 2 years	11 Mar	Mike Ulirch	BDA	2.00 – 5.15	£175
P11D's – Benefits, NIC & PAYE Refresher & Planning	05 Mar	Tim Palmer	OS	9.15 – 12.30	£115
Introduction to IFRS with Comparison to UK GAAP	26 Feb	David Potts	BDA	9.15 – 4.45	£290
Budget Briefing – Course date dependant on Budget date	12, 26 Mar & 01 Apr	Robert Jamieson	WS	9.15 – 10.15	£115
	or 19 Mar	Robert Jamieson	WS	4.00 – 5.00	£115
Revenue Recognition & UJTF 40 – including the latest developments	26 Mar	John Selwood	WS	2.00 – 5.15	£115
VAT on Land and Property	19 May	Dean Wootten	WS	9.15 – 12.30	£115
Critical Legal Issues for the SME Practitioner	27 May	Louise Dunford	BDA	9.15 – 12.30	£115
VAT Annual Update (including Trading On-Line)	28 May	Vaughn Chown	BDA	9.15 – 11.30	£115
Annual Tax Update for Business	08 Jul	Paul Soper	WS	9.15 – 12.30	£175
Finance Act – in Detail	08 Sep	Robert Jamieson	WS	9.15 – 4.45	£290
Tax Effective Remuneration Planning	16 Sep	Mike Truman	WS	2.00 – 5.15	£115
UK Accounting Standards Refresher – the last 5 years	06 Oct	Mike Ulirch	BDA	9.15 – 4.45	£290
Finance Act – Key Points	07 Oct	Robert Jamieson	OS	2.00 – 5.15	£175
Annual UK Financial Reporting Update for Business	19 Nov	Mike Ulirch	WS	9.15 – 12.30	£175
IFRS Update & Refresher	24 Nov	David Potts	BDA	2.00 – 5.15	£115

Detailed course outlines are available at www.pass.co.uk

All courses are held either at:

WS	66 Wigmore Street, W1U 2SB
BDA	British Dentistry Association, 64 Wimpole Street, W1G 8YS
OS	Regent Hall (The Salvation Army), 275 Oxford Street, W1C 2DU
CFR	100a Chalk Farm Road, Camden, NW1 8EH

Evening Courses also available - please see www.pass.co.uk
 ◆ Courses held in association with ICSA Information and Training Ltd

Financial Skills

Finance for Non-Financial Managers	Geoff Wood/Ken Taylor	27 Apr, 23 Jul, 12 Oct	9.30 – 5.00	£290
Understanding Double Entry	Ken Taylor/Geoff Wood	15-16 Apr, 04-05 Nov	9.30 – 5.00	£485
Understanding Accounts for Non-Accountants	Ken Taylor/Geoff Wood	17 Apr, 06 Nov	9.30 – 5.00	£290
Accounting Software Comparison	Geoff Wood	16 Feb, 10 Jun, 16 Oct, 14 Dec	9.30 – 1.00	£175
Charity Accounts for Non-Accountants	Various	15 Jun, 26 Oct	1.30 – 5.30	£125

Payroll – Introduction	Various	16 Jan, 28 Aug, 18 Sep	9.30 – 4.30	£175
Business Strategy for Small Businesses & Departments	Clive Watkins	03 Apr, 09 Jun, 04 Dec	9.30 – 5.00	£290
Practical Accounts Preparation	Various	12-21 Jan, 24 Aug-02 Sep, 14-23 Sep	9.30 – 5.00	£800
Credit Control Skills	John Boulton	19 Jan, 20 Feb, 19 Mar, 20 Apr, 19 May, 15 Jun, 17 Jul, 19 Aug, 21 Sep, 23 Oct, 24 Nov, 17 Dec	9.30 – 5.00	£290
VAT - Introduction	Various	14 Jan, 26 Aug, 16 Sep	9.30 – 1.00	£115

Accounting Software Courses

All hands-on courses have a maximum of 8 delegates. Courses are run each month throughout the year.

Iris PAYE Master	1 Day	£265
Iris Bookkeeping	1 Day	£265
QuickBooks for Non-Accountants	2 Days	£420
QuickBooks for Accountants	1 Day	£265

See www.pass.co.uk or contact our IT department on **020 7284 4995** for further details.

Sage Line 50 for Non-Accountants	2 Days	£420
Sage Line 50 for Accountants	1 Day	£265
TAS Books for Non-Accountants	2 Days	£420
TAS Books for Accountants	1 Day	£265

Company Secretarial

◆ The Role of the Company Secretary	Trina Hill/Douglas Armour	05 Feb, 18 Mar (Manchester), 14 May, 17 Sep, 26 Nov	9.00 - 4.45	£450
◆ Company Secretarial Practice for PLCs	Lorraine Young/Tony Hoskins/Rashree Chhatrisha	25 Mar, 09 Jun, 22 Sep, 10 Dec	9.00 - 4.30	£495
◆ Company Secretarial Practice for Support Staff	Andrew C Hamer/Gabrielle Williams	27 Jan, 26 Mar, 24 Jun, 15 Oct, 2 Nov (Regional)	9.00 - 4.30	£450

◆ An Essential Guide to Mergers & Acquisitions	Andrew Pike / Caroline Noblet / Rebecca Lewis-Davies	24 Mar, 14 Oct	9.00 - 4.30	£525
◆ Essential Corporate Governance	Julia Casson	11 Feb, 04 Jun	9.00 - 5.00	£495
◆ Delivering Corporate Social Responsibility	Tony Hoskins / Ian Redington	29 Jan, 12 May, 29 Sep, 08 Dec	9.00 - 4.30	£495

“Very clear and encouraging”
Warren T
Cabinet Office

“I was really pleased with the course, and can honestly say that I have never seen such passion and enthusiasm whilst training.”

Susannah, M-H
Lycos Europe

“A very rewarding course which gave me a lot of insight into how to be more effective in my job”

Deborah W -
Shelter

The National Campaign

“The trainer encouraged confidence & put the group at ease”

Peter T
Bank of Scotland

“A very enjoyable and productive day that was very well delivered.”

Douglas R
British
Transport Police

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To find out more, visit www.pass.co.uk

