

Hugh James 2011: Training Courses Schedule

May

12 | 05 | 11 Data Protection & Freedom of Information Act
18 | 05 | 11 Excel 2003 – Introduction
19 | 05 | 11 Interviewing Skills DVD
26 | 05 | 11 Effective Communications: writing and telephone
31 | 05 | 11 Giving an Effective Presentation

June

01 | 06 | 11 PowerPoint 2003
14 | 06 | 11 Conducting Investigations
28 | 06 | 11 Positive Influencing and Assertiveness Skills
30 | 06 | 11 Giving effective presentations

July

05 | 07 | 11 Efficient Time Management
06 | 07 | 11 Excel 2003 – Intermediate
07 | 07 | 11 Disciplinary & Grievance DVD
12 | 07 | 11 Maternity and Family Friendly Issues: An employer's friend or foe
19 | 07 | 11 Managing Change
27 | 07 | 11 Excel 2003 – Introduction

August

03 | 08 | 11 Outlook 2003 – Additional Features
11 | 08 | 11 Recruitment: how to get the right people
16 | 08 | 11 The Pitfalls and Perils of the Employment Tribunal DVD
23 | 08 | 11 Negotiating Skills

September

01 | 09 | 11 Employment Law Essentials
14 | 09 | 11 PowerPoint 2003
15 | 09 | 11 Performance Management DVD
22 | 09 | 11 Coaching and Mentoring
29 | 09 | 11 TUPE and Outsourcing

October

04 | 10 | 11 Employment Law Update
11 | 10 | 11 Networking
12 | 10 | 11 Excel 2003 - Intermediate
18 | 10 | 11 Sickness and Absence DVD
25 | 10 | 11 Stress Prevention & Management

November

02 | 11 | 11 Excel 2003 - Introduction
03 | 11 | 11 Data Protection & Freedom of Information
16 | 11 | 11 Outlook 2003 – Additional Features
22 | 11 | 11 Interviewing Skills DVD
24 | 11 | 11 Effective Communications – writing and telephone
29 | 11 | 11 Giving an Effective Presentation

December

07 | 12 | 11 PowerPoint 2003
08 | 12 | 11 Handling sensitive Issues
13 | 12 | 11 Positive Influencing and Assertiveness Skills



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