

# PERSONAL EFFECTIVENESS ESSENTIAL BUSINESS SKILLS COURSES 2010 - GUERNSEY



To register on any of these sessions, please complete and return the attached registration form, or contact Jayne Priaux on (01481) 266176, or e-mail [guernseyinfo@bpp.com](mailto:guernseyinfo@bpp.com)

Course	Timing	Date	Date	Cost (£)
Coaching Your Team	9-4pm	18/01/2010	14/07/2010	195
Craft Your Training Skills	9-1pm	22/01/2010	16/07/2010	140
Customer Service Excellence	9-4pm	25/01/2010	19/07/2010	195
Effective Communication and Assertiveness	9-4pm	26/01/2010	20/07/2010	195
Effective Business Writing Skills	9-4pm	01/02/2010	23/07/2010	195
Effective Delegation	9-1pm	02/02/2010	27/07/2010	140
The Emotionally Intelligent Manager	9-1pm	10/02/2010	23/09/2010	140
First Time Manager	9-4pm	11/02/2010	24/09/2010	195
Getting the Best out of Training	9-1pm	15/02/2010	04/10/2010	140
Identifying Training Needs	9-1pm	17/02/2010	07/10/2010	140
Managing Absence	9-1pm	26/02/2010	18/10/2010	140
Managing Change	9-1pm	01/03/2010	20/10/2010	140
Managing Difficult Situations	9-4pm	05/03/2010	25/10/2010	195
The Managers Role in Making Meetings Work	9-1pm	15/03/2010	05/11/2010	140
Managing Stress in your Team	9-1pm	16/03/2010	18/11/2010	140
Mentoring and Coaching to Develop your Team	9-4pm	19/03/2010	22/11/2010	195
Motivate your Staff	9-1pm	29/03/2010	26/11/2010	140
Organising and Assessing Training	9-1pm	09/04/2010	29/11/2010	140
Performance Management and Appraisal	9-4pm	16/04/2010	30/11/2010	195
Practical Project Management	9-4pm	30/04/2010	23/11/2010	195
Recruitment and Selection Skills	9-4pm	16/06/2010	27/08/2010	195
Effective Supervisory Skills	9-4pm	18/06/2010	25/08/2010	195
Effective Teamwork and Leadership	9-4pm	24/06/2010	20/08/2010	195
Time Management	9-1pm	02/07/2010	14/12/2010	140
Train the Trainer (2 days)	9-4pm	08/07/2010	15/12/2010	385
Business Skills Introduction for those new to the world of work	9-4pm	14/09/2010	17/12/2010	195

## Personal Effectiveness Essential Business Skills courses registration form

First name		Surname	
Home Address		Home tel no:	
Employer:		Work tel no: Work fax no:	
Work Training Contact:		Work Training Contact E mail:	
Work Address:		Email address:	

Please enrol delegates on the following cpd session(s):

Name of Course	Date of Session	Fee

I enclose a cheque made payable to BPP Professional Education for:

£
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Training Contact - Signed:

Date:

**Please return this form together with payment to The Administration Dept at the address below:**

**BPP Professional Education, La Villiaze, Forest, Guernsey. GY8 0HG**

**Tel: 01481 266176 Fax: 01481265955**

**Important Note:**

Session dates may be subject to change. Cancellation within 7 days of the course will incur the full course cost (Please refer to our full terms and conditions).

Places on courses will not be reserved until payment has been received by BPP Professional Education.