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Upcoming Training Courses

Funded through the UK Shared Prosperity Fund

Google for Business - How to Build and Optimise

22 November 2024 • 10am - 4pm

Excel Advanced - Multiply *

25 November 2024 • 9.30am – 4pm

Communication in the Workplace and Supporting Teams for Change

27 November 2024 • 10am - 4pm

CMI Unit 308 Managing Volunteers

28 November 2024 • 9am – 12pm (over 3 sessions)

Environmental Responsibilities in the Workplace

Level 1

2 December 2024 • 9am - 4pm

How to Content Plan for Social Media

6 December 2024 • 10am - 1pm

Food Allergen Awareness

7 January 2025, 9:30am - 4.30pm

CMI Unit 504 Managing Performance

8 January 2025 • 1pm - 4.30pm (over 3 sessions)

LinkedIn for Business

10 January 2025 • 10am - 4pm

Business Start-up Support Session

15 January 2025 • 1pm - 4pm

Growth Mindset

16 January 2025 • 10am - 4pm

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Environmental Certification for your Business
17 January 2025 • 9am - 12pm

Understanding Carbon Reduction Plans
17 January 2025 • 1pm - 4pm

Supporting & Engaging a Multi-Generational Workforce
20 January 2025 • 10am - 3pm

Mental Health Champion
21 January 2025 • 9.30am - 4.30pm

Food Safety in Catering Level 2 Award
23 January 2025 • 9:30am - 4pm

Time Management
23 January 2025 • 10am - 4pm

Using Facebook MetaSuite to Manage your Social Media Impact
24 January 2025 • 10am - 4pm

Environmental Responsibilities in the Workplace Level 1
28 January 2025 • 9am - 4pm

Appraisal Skills
29 January 2025, 10am - 3pm

Managing Business Responses to Environmental Challenges ETC Level 2 Award
3 February 2025, 9am - 4pm

Food Allergen Awareness
4 February 2025, 9.30am - 4.30pm

Mental Health Awareness
4 February 2025, 12.30pm - 4.30pm

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Excel Beginners - Multiply *
5 February 2025 • 9.30am – 4pm

Encouraging Gen Z to Thrive in the Workplace
6 February 2025, 10am - 3pm

Introduction to Bookkeeping Part 1
7 February 2025 • 9.30am - 12.30pm

Business Start-up Support Session
12 February 2025 • 10am - 4pm

Communication Skills
13 February 2025, 10am - 3pm

Excel Intermediate - Multiply *
13 February 2025 • 9.30am – 4pm

Introduction to Bookkeeping Part 2
14 February 2025 • 9.30am - 12.30pm

Excel Beginners - Multiply *
19 February 2025 • 9.30am – 4pm

Introduction to Bookkeeping Part 3
21 February 2025 • 9.30am - 12.30pm

Food Safety in Catering Level 2 Award
20 February 2025 • 9:30am - 4pm

Emotional Intelligence in the Workplace
20 February 2025 • 10am - 3pm

CMI Unit 513 Managing Projects to Achieve Results
20 February 2025 • 9.30am - 12.30pm (over 3 sessions)

Excel Intermediate - Multiply *
25 February 2025 • 9.30am – 4pm

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Employee Relations: Handling Grievances and Disciplinaries

27 February 2025, 10am - 3pm

Recruitment Skills

6 March 2025, 10am - 3pm

Food Allergen Awareness

11 March 2025, 9:30am - 4.30pm

Improving Employee Engagement in the Workplace

12 March 2025, 10am - 3pm

Excel Advanced - Multiply *

13 March 2025 • 9.30am – 4pm

Encouraging Gen Z to Thrive in the Workplace

17 March 2025, 10am - 3pm

Food Safety in Catering Level 2 Award

19 March 2025 • 9:30am - 4pm

** Funded through the Multiply Project*

For further information

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