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Lancaster &  
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College

# Upcoming Training Courses

Funded through the UK Shared Prosperity Fund

## **Food Safety in Catering Level 2 Award**

19 November 2024 • 9:30am - 4pm

## **Mental Health Awareness**

19 November 2024 • 9:30am - 12.30am

## **Time Management**

20 November 2024 • 10am - 4pm

## **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 2 sessions)



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## **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

## **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



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## **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

## **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



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## **Excel Intermediate - Multiply \***

25 February 2025 • 9.30am – 4pm

## **Employee Relations: Handling Grievances and Disciplinarys**

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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