



# CHALLENGE CONSULTING COURSE CALENDAR 2018

ALL COURSES ARE HELD AT  
**CHALLENGE TRAINING AND CONFERENCE CENTRE**  
**NOTTINGHAM ROAD**  
**WOODBOROUGH**  
**NOTTINGHAM**  
**NG14 6EH**



<http://www.challengeconsulting.co.uk/index.php/about-us/how-to-find-us/>

## ONE DAY COURSES

£220 + VAT PER PERSON	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
From Friend to Supervisor: establishing authority	12 <sup>th</sup>					3 <sup>rd</sup>					4 <sup>th</sup>
Managing Poor Performance		5 <sup>th</sup>							1 <sup>st</sup>		
Appraisal Skills for Managers				7 <sup>th</sup>						12 <sup>th</sup>	
Recruitment & Selection – how to recruit the right staff		12 <sup>th</sup>					6 <sup>th</sup>				
Understanding Finance					15 <sup>th</sup>						7 <sup>th</sup>
Project Management	5 <sup>th</sup>							24 <sup>th</sup>			
Problem solving in the workplace			23 <sup>rd</sup>						5 <sup>th</sup>		
Handling Difficult Situations & People		2 <sup>nd</sup>						17 <sup>th</sup>			
Assertiveness & Personal Effectiveness				11 <sup>th</sup>					11 <sup>th</sup>		
Influencing & Persuading others			25 <sup>th</sup>							14 <sup>th</sup>	
Planning and Managing Change					4 <sup>th</sup>						
Time Management		16 <sup>th</sup>				6 <sup>th</sup>				26 <sup>th</sup>	
Presentation Skills				4 <sup>th</sup>					8 <sup>th</sup>		
Professional Coaching Skills	8 <sup>th</sup>							28 <sup>th</sup>			
Customer Service – getting it right			30 <sup>th</sup>							29 <sup>th</sup>	
Effective telephone techniques					18 <sup>th</sup>						10 <sup>th</sup>

## TWO DAY COURSES

£395 + VAT PER PERSON	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
The Effective Team Leader		8 <sup>th</sup> / 9 <sup>th</sup>								28 <sup>th</sup> / 29 <sup>th</sup>	

## QUALIFICATIONS (TAUGHT COURSES)

Institute of Leadership and Management	Cost	Duration	Feb	Mar	Apr	May	Jun	Aug	Sept	Oct	Nov
Level 2 Award in Effective Team Member Skills	£550	2 days		7 <sup>th</sup>						3 <sup>rd</sup>	
Level 2 Award in Leadership & Team Skills	£650	4 days	14 <sup>th</sup>							24 <sup>th</sup>	
Level 2 Award in Customer Care	£650	4 days			24 <sup>th</sup>						8 <sup>th</sup>
Level 3 Award in Leadership & Management	£995	6 days		6 <sup>th</sup>					11 <sup>th</sup>		
Level 3 Certificate in Leadership & Management	£1,395	9 days		6 <sup>th</sup>					11 <sup>th</sup>		
Level 5 Certificate in Coaching & Mentoring	£1,795	8 days							12 <sup>th</sup>		
Level 5 Certificate in Leadership & Management	£1,595	9 days			18 <sup>th</sup>					2 <sup>nd</sup>	
Level 5 Diploma in Leadership & Management	Call	24 days	Fundable as a higher apprenticeship subject to criteria								
Level 7 Certificate in Leadership & Management	Call	Call	Call for details								
Level 7 Diploma in Leadership & Management	Call	Call	Call for details								

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