

# **Upcoming Training Courses**

Funded through the UK Shared Prosperity Fund

**Excel Intermediate** 8 May 2024 • 9:30am - 4pm

CMI 310 Supporting Teams & Individuals Through Change 8 May, 22 May, 5 June 2024

Food Allergen Awareness 10 May 2024 • 9:30am - 4pm

Managing Business Responses to Environmental Challenges Level 2 13 & 14 May 2024 • 9am - 4pm

**Train to Train** 14 & 15 May 2024 • 10am - 3pm

**Cyber Security Awareness** 20 May 2024 • 9.30am-12.30pm

**Food Safety in Catering** Level 2 Award 22 May 2024 • 9:30am - 4pm

**Employer Branding** 29 May 2024 • 10am - 3pm

**Excel Intermediate - Multiply** 29 May 2024 • 9.30am – 4pm

**CMI 513 Managing a Project to Achieve Results** 4 June, 11 June, 25 June & 9 July

Excel Beginners - Multiply 6 June 2024 • 9.30am – 4pm



Introduction to Bookkeeping Session 1

7 June 2024 • 9am-12pm

Appraisal Skills 12 June 2024 • 10am - 3pm

Introduction to Bookkeeping Session 2

14 June 2024 • 9am-12pm

Mental Health Champion 18 June 2024 • 9:30am - 4.30pm

How to Develop Customer Relations in Retail 19 June 2024 • 10am - 3pm

**Introduction to Bookkeeping** Session 3 21 June 2024 • 9am-12pm

Supporting & Engaging a Multi-Generational Workforce

25 June 2024 • 10am - 3pm

Introduction to HR 26 June 2024 • 10am - 3pm

Excel Intermediate\* 27 June 2024 • 9:30am - 4pm

**CMI 308 Managing Volunteers** 

3 July, 24 July & 7 August

**Environmental Certification for Your Business** 8 July 2024 • 9am - 12pm

**Carbon Reduction Plans & Net Zero** 8 July 2024 • 1pm - 4pm

Mental Health Awareness

9 July 2024 • 12.30pm-5pm





#### Food Safety in Catering Level 2 Award

10 July 2024 • 9:30am - 4pm

Excel Advanced\* 10 July 2024 • 9.30am – 4pm

### Allergen Awareness

12 July 2024 • 9:30am - 4pm

**Environmental Responsibilities in the Workplace** Level 1 **15 July 2024 • 9am - 4pm** 

#### **Safeguarding Basic Awareness for Volunteers** 19 July 2024 • 9am-12.30pm

Food Safety in Catering Level 2 Award 7 August 2024 • 9:30am - 4pm

Mental Health Champion 8 August 2024 • 9:30am - 4.30pm

**Excel Beginners - Multiply** 28 August 2024 • 9.30am – 4pm

Food Allergen Awareness 2 September 2024 • 9:30am - 4pm

**Excel Intermediate - Multiply** 4 September 2024 • 9.30am – 4pm

Mental Health Awareness 10 September 2024 • 12.30pm-5pm

**Emotional Intelligence** 11 September 2024 • 10am - 3pm

Food Safety in Catering Level 2

11 September 2024 • 9:30am - 4pm





**Mental Health Champion** 

12 September 2024 • 9:30am - 4.30pm

**Customer Service Skills** 18 September 2024 • 10am - 3pm

## **Environmental Responsibilities in the Workplace**

Level 1 19 September 2024 • 9am - 4pm

**Safeguarding Basic Awareness for Volunteers** 20 September 2024 • 9am-12.30pm

**Communication Skills** 25 September 2024 • 10am - 3pm

Food Safety in Catering Level 2 Award

8 October 2024 • 9:30am - 4pm

Managing Business Response to Environmental Challenges Level 2 10 & 11 October 2024 • 9am - 4pm

**Environmental Certification for Your Business** 11 November 2024 • 9am - 12pm

**Carbon Reduction Plans & Net Zero** 11 November 2024 • 1pm - 4pm

Food Allergen Awareness 11 November 2024 • 9:30am - 4pm

Food Safety in Catering Level 2 Award 19 November 2024 • 9:30am - 4pm

\* Funded through the Multiply Project

For further information
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