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Lancaster &
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College

Upcoming Training Courses

Funded through the UK Shared Prosperity Fund

DIGITAL SKILLS

Excel Beginners

2 December 2025, 9:30am - 4pm

24 February 2026, 9:30am - 4pm

Excel Intermediate

10 December 2025, 9:30am - 4pm

17 February 2026, 9:30am - 4pm

Excel Advanced

8 January 2026, 9:30am - 4pm

3 March 2026, 9:30am - 4pm

LinkedIn for Business

3 December 2025, 10am-4pm

Using Artificial Intelligence in the Workplace

Social Media Overview of the Platforms

Facebook for Business

Mailchimp for Business

How to Create and Run Adverts on Facebook

Contact ukspf@lmc.ac.uk for dates

Q Qualification course

* Charges may apply for this course please contact us for funding eligibility

For further information

ukspf@lmc.ac.uk • 01524 521223 • lmc.ac.uk



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HEALTH & SAFETY

Changing the way Cancer is Navigated in the Workplace

16 February 2026 • 9am-1pm

Food Safety in Catering Level 2 Award

8 December 2025 • 9:30am - 4pm • 14 January 2026 • 9:30am - 4pm

16 February 2026 • 9:30am - 4pm • 17 March 2026 • 9:30am - 4pm

Allergen Awareness

13 January 2026 • 9:30am - 4pm • 10 February 2026 • 9:30am - 4pm

Emergency First Aid at Work*

4 December 2025, 9.30am-4pm • 17 February 2026, 9.30am-4pm

21 April 2026, 9.30am-4pm • 2 June 2026, 9.30am-4pm

18 August 2026, 9.30am-4pm • 6 October 2026, 9.30am-4pm

1 December 2026, 9.30am-4pm

Personal Licence Holders BIIAB*

20 November 2025, 9.30am-4pm • 15 January 2026, 9.30am-4pm

20 March 2026, 9.30am-4pm • 21 May 2026, 9.30am-4pm

16 July 2026, 9.30am-4pm • 17 September 2026, 9.30am-4pm

19 November 2026, 9.30am-4pm

Prevent Training

15 December 2025 • Session 1: 9:30am – 11:00am (*Please attend one session only*)

15 December 2025 • Session 2: 12:30pm – 2:00pm (*Please attend one session only*)

Understanding & Supporting Neurodiversity in the Workplace

23 January 2026 • 10am – 3pm

30 January 2026 • 10am – 3pm

Dementia Awareness

12 January 2026, 9am-4pm

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CAREER DEVELOPMENT

Introduction to HR

16 January 2026, 10am - 1pm

Recruitment Skills

13 February 2026, 10am - 1pm

Onboarding & Probations

13 March 2026, 10am - 1pm

Appraisal Skills

17 April 2026, 10am - 1pm

Equality, Diversity & Inclusion (EDI)

15 May 2026, 10am - 1pm

Disciplinarys & Grievances (D&G)

12 June 2026, 10am - 1pm

Team Building

Organisational Psychology

Leadership & Organisational Culture

Train the Trainer

Emotional Intelligence

Business Start Up (Day 1)

Introduction to Bookkeeping (over 3 sessions)

Appraisal Skills

Encouraging Gen Z to thrive in the Workforce

Supporting Multi Generational Workforce

Taxi & Private Hire Driving* Q (All over 2 sessions)

Time Management

Contact ukspf@lmc.ac.uk for dates

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CMI Chartered Management Institute

Level 3

Unit 301 Principles of Management & Leadership

(over 4 sessions) 

Contact ukspf@lmc.ac.uk for dates

Unit 302 Managing a Team to Achieve Results

(over 3 sessions) 

Contact ukspf@lmc.ac.uk for dates

Unit 309 Responding to Conflict in the Workplace

(over 2 sessions) 

21 January and 11 February 2026, 10am - 3.30pm

Level 5

Unit 525 - Using Reflective Practice to Inform Personal and Professional Development

(over 4 sessions) 

Contact ukspf@lmc.ac.uk for dates

Unit 513 Managing Projects to Achieve Results

(over 3 sessions) 

Contact ukspf@lmc.ac.uk for dates

Unit 504 Managing Performance

(over 3 sessions) 

Contact ukspf@lmc.ac.uk for dates

Unit 510 Managing Conflict

(over 3 sessions) 

12 February, 19 February, 5 March 2026 - 9am-1pm

Unit 507 Principles of Delivering Coaching and Mentoring

(over 3 sessions) 

19 February, 5 March, 19 March 2026, 9am-1pm

 Qualification course

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SUSTAINABILITY & GREEN SKILLS

Sustainable Practices in the Workplace

Managing Business Responses to Environmental Challenges Level 2 Q

Understanding Domestic Retrofit Level 2 Award Q

EV Charging Level 3 Award Q

Carbon Reduction Plans & Net Zero

Sustainability & Environmental Education Level 5 Q

Contact us to register for the waiting list

Q Qualification course

** Charges may apply for this course please contact us for funding eligibility*

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