

Session Title & Content	October				November					December		
Health & Safety and Compliance	Mon 5 th 9am	Fri 16 th 9am	Thurs 22 nd 9am	Wed 28 th 9am	Tues 3 rd 1pm	Mon 9 th 1pm	Fri 20 th 1pm	Thurs 26 th 1pm		Wed 2 nd 9am	Tues 8 th 9am	Mon 14 th 9am
Employment Rights & Responsibilities	Mon 5 th 1pm	Fri 16 th 1pm	Thurs 22 nd 1pm	Wed 28 th 1pm	Tues 3 rd 9am	Mon 9 th 9am	Fri 20 th 9am	Thurs 26 th 9am		Wed 2 nd 1pm	Tues 8 th 1pm	Mon 14 th 1pm
Effective Teamworking	Tues 6 th 9am	Mon 12 th 9am	Fri 23 rd 9am	Thur 29 th 9am	Wed 4 th 1pm	Tues 10 th 1pm	Mon 16 th 1pm	Fri 27 th 1pm		Thurs 3 rd 9am	Wed 9 th 9am	Tues 15 th 1pm
Presentation & Reporting Skills	Tues 6 th 1pm	Mon 12 th 1pm	Fri 23 rd 1pm	Thur 29 th 1pm	Wed 4 th 9am	Tues 10 th 9am	Mon 16 th 9am	Fri 27 th 9am		Thurs 3 rd 1pm	Wed 9 th 1pm	Tues 15 th 1pm
Workplace Organisation (Including 5 'S' Principles)	Wed 7 th 9am	Tues 13 th 9am	Mon 19 th 9am	Fri 30 th 9am	Thurs 5 th 9am	Wed 11 ^h 9am	Tues 17 th 9am	Mon 23 rd 9am		Fri 4 th 9am	Thurs 10 th 9am	Wed 4 th 9am
C.V. Writing Skills	Wed 7 th 1pm	Tues 13 th 1pm	Mon 19 th 1pm	Fri 30 th 1pm	Thurs 5 th 1pm	Wed 11 ^h 1pm	Tues 17 th 1pm	Mon 23 rd 1pm		Fri 4 th 1pm	Thurs 10 th 1pm	Wed 4 th 1pm
An Introduction to Lean & Six Sigma Methodology	Thurs 8 th 9am	Wed 14 th 9am	Tues 20 th 9am	Mon 26 th 9am	Fri 6 th 1pm	Thurs 12 th 1pm	Wed 18 th 1pm	Tues 24 th 1pm	Mon 30 th 1pm		Fri 11 th 9am	Thurs 17 th 9am
Awareness of Self (CPD)	Thurs 8 th 1pm	Wed 14 th 1pm	Tues 20 th 1pm	Mon 26 th 1pm	Fri 6 th 9am	Thurs 12 th 9am	Wed 18 th 9am	Tues 24 th 9am	Mon 30 th 9am		Fri 11 th 1pm	Thurs 17 th 1pm
Creative Problem Solving	Fri 9 th 9am	Thurs 15 th 9am	Wed 21 st 9am	Tues 27 th 9am	Mon 2 nd 1pm	Fri 13 th 1pm	Thurs 19 th 1pm	Wed 25 th 1pm		Tues 1 st 9am	Mon 7 th 9am	Fri 18 th 9am
Impactful Interview Techniques	Fri 9 th 1pm	Thurs 15 th 1pm	Wed 21 st 1pm	Tues 27 th 1pm	Mon 2 nd 9am	Fri 13 th 9am	Thurs 19 th 9am	Wed 25 th 9am		Tues 1 st 1pm	Mon 7 th 1pm	Fri 18 th 1pm

To book on to any of the above sessions please email Leslie Sidley lesliesidley@skillstraininguk.com

GoTo Meeting session log in details will be sent with booking confirmation response