



Working in partnership with organisations
to provide strategic learning and development programmes

Professional Development Programmes Schedule of Dates - April to December 2008

COURSE TITLE	COURSE CODE	LOCATION	DAYS	PRICE (ex VAT)	APR 2008	MAY 2008	JUNE 2008	JULY 2008	AUG 2008	SEPT 2008	OCT 2008	NOV 2008	DEC 2008
LEADERSHIP AND MANGEMENT DEVELOPMENT													
Leadership	EFFLEAD	Windsor London	2 2	£950 £950	7-8	15-16		17-18		8-9		10-11	
Strategic Thinking & Business Planning	STRATEG	London	1	£450			11					12	
Executive Coaching	EXECCOAC		Variable	£POA				DATES & LOCATION AVAILABLE ON REQUEST					
Essential Business Skills	ESSBUSIN		8	£3,500				DATES & LOCATION AVAILABLE ON REQUEST					
Introduction to Management	MANINTRO	Windsor London	2 2	£950 £950	3-4	8-9	12-13	14-15	11-12	15-16	9-10	13-14	
Progressive Management Skills	PROGMAN	Windsor London	2 2	£950 £950	17-18		19-20	7-8		25-26	23-24	24-25	
Supervisory Skills	SSKILLS	Windsor London	2 2	£950 £950	21-22		19-20	3-4				20-21	8-9
Facilitation Skills	FACILIT	Windsor London	1 1	£450 £450		14			13			19	
The Manager as a Coach	MANCOACH	Windsor London	2 2	£900 £900			2-3			29-30			
Team Building	TEAMWORK	London	1	£450				16			22		
Creating High Performance Teams	TEAMBUIL	London	2	£900		15-16				18-19			
Creative Thinking & Problem Solving	CREATIVE	Windsor London	1 1	£450 £450				16			29		
The Power of Influence	INFLUEN	Windsor London	2 2	£900 £900		6-7				11-12		6-7	
Influencing & Presenting to the Board	INFLPRES	London	1	£450			25						10
The Art of Delegation	EFFDEL	Windsor London	1 1	£450 £450	30			23				5	
Managing Change	MANCHAN	Windsor London	1 1	£450 £450				30				26	
Maintaining Motivation	MAINMOT	Windsor London	1 1	£450 £450		28		2			1		3
Accounting Budgeting & Forecasting	FINAN	London	2 2	£900 £900		12-13		10-11			13-14		
Financial Modelling with MS Excel	FINANMOD	Windsor London	2 2	£900 £900			16-17			1-2		3-4	
Introduction to Strategic Financial Management	FININTRO	Windsor London	2 2	£900 £900		29-30						3-4	
										22-23			
PEOPLE SKILLS													
Effective Communication	EFFCOMM	Windsor London	1 1	£420 £420	15	6		15		9		11	9
Maximise your Time	PERSEFF	Windsor London	1 1	£420 £420	28	9	16	28	18	22	13	24	1
Manage your Time with MS Outlook	PROTIME	Windsor London	1	£420 £420		14				17		5	
Self-Development & Image Projection	IMAGE	Windsor London	1 1	£420 £420	7	19	2	7		15	27	3	15
Presenting with Impact	PRESIMP	Windsor London	2 2	£840 £840	24-25	15-16		21-22		29-30		17-18	4-5
Presenting with MS PowerPoint	PRESSPP	Windsor London	2 2	£840 £840	14-15			14-15				6-7	
Making Meetings Works	SUCMET	London	1	£420			24		12				
Minute Taking & Agenda Writing	MINUTE	Windsor London	1 1	£420 £420		21		2			8	19	
Speed Reading	SPEEDR	London	1	£420					8				5
Writing Effective Letters & Emails	EFFEMAIL	Windsor London	1 1	£420 £420	11	23		11		5	10		12

WWP Training Limited
39-45 Victoria Street
Windsor Berks SL4 1HE

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PEOPLE SKILLS													
Report Writing	REPORT	Windsor London	1 1	£420 £420		7		7		15			
Report & Letter Writing using MS Word	RPLTCOMB	Windsor London	2 2	£840 £840		29-30				8-9			15-16
Assertiveness	ASSERT	Windsor London	2 2	£840 £840		12-13		28-29		15-16		10-11	
Coping with Aggression & Conflict	COPING	Windsor London	1 1	£420 £420		20		1		2		4	
Handling Stress	HANDS	London	1	£420			10				14		
Mind Mapping & Memory Improvement	MINDMAP	Windsor London	1 1	£450 £450	9			9			22		
Emotional Intelligence	EMOTINT	London	1	£450			4				8		
Introduction to NLP	INTRONLP	Windsor London	1 1	£450 £450			11			10		12	
Accelerated Learning	ACCLEARN	London	1	£450				23				19	
Work/Life Balance	WORKLIFE	London	1	£450	14				6				
Zest for Life!	ZEST	Windsor London	1 1	£450 £450		28			13			26	
HR, TRAINING AND EMPLOYMENT LAW													
Performance Management	PERMAN	Windsor London	2 2	£900 £900	28-29		9-10			11-12		20-21	
Interviewing and Selection	INTVIEW	Windsor London	2 2	£900 £900			23-24			22-23			
Appraisal Techniques	APPTECH	Windsor London	2 2	£900 £900		27-28		17-18				27-28	
Dealing with Discipline & Grievance Procedures	DEALDISC	Windsor London	1 1	£450 £450				30				26	
Valuing Diversity	MANDIV	Windsor London	1 1	£450 £450			9			20			
Train the Trainer Level 1	TTT1	Windsor London	3 3	£1,260 £1,260		21-23		9-11		17-19		26-28	
Train the Trainer Level 2	TTT2	Windsor London	2 2	£840 £840	14-15		16-17			1-2		10-11	
Evaluating the Effectiveness of Training	EVALEFF	Windsor	1	£450			18			24			
Mentoring in the Workplace	MENTWORK	Windsor	2	£900		22-23					16-17		
Career Development	CAREER	London	1	£420					18				15
Nutrition for Workplace Wellness	NUTRIWRK	Windsor London	1 1	£420 £450				30				19	
SALES AND CUSTOMER SERVICE													
Effective Telephone Selling	TELSELL	Windsor	2	£900				24-25			6-7		
Essential Selling Skills	ESSSELL	Windsor London	2 2	£900 £900	10-11			14-15				17-18	
Successful Negotiating Skills	SUCNEG	Windsor London	2 2	£900 £900		1-2				8-9		3-4	
Sales Management	SALESM	Windsor	2	£900						29-30			
Achieving Excellence in Customer Care	CUSTCARE	Windsor London	2 2	£840 £840		8-9		21-22			16-17		
Customer Focus on the Telephone	CUSTSKIL	Windsor London	1 1	£420 £420		14		2		10		5	
Managing your Customer Service Strategy	CUSTSTRT	London	2	£900			9-10				20-21		

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