



## WWP Training Limited

13-15 Sheet Street  
Windsor SL4 1BN

Tel: 01753 857828

For future dates, availability and our complete range of services, please visit our website

[www.wwp.co.uk](http://www.wwp.co.uk)

## Professional Development Programmes Public Scheduled Courses - October 2009 to March 2010

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

COURSE TITLE	COURSE CODE	LOCATION	DAYS	PRICE (ex VAT)	OCT 2009	NOV 2009	DEC 2009	JAN 2010	FEB 2010	MAR 2010
<b>LEADERSHIP AND MANGEMENT DEVELOPMENT</b>										
Leadership	EFFLEAD	London	2	£950	5-6					
Introduction to Management	MANINTRO	Windsor London	2 2	£950 £950	12-13	16-17	7-8		11-12	
Progressive Management Skills	PROGMAN	Windsor London	2 2	£950 £950						
Supervisory Skills	SSKILLS	London	2	£950				14-15		
Creative Thinking & Problem Solving	CREATIVE	Windsor London	1 1	£450 £450	19			20		
The Power of Influence	INFLUEN	Windsor London	2 2	£900 £900		12-13				22-23
The Art of Delegation	EFFDEL	London	1	£450	14					
Managing Change	MANCHAN	London	1	£450						10
Maintaining Motivation	MAINMOT	London	1	£450					10	
Financial Modelling with MS Excel	FINANMOD	London	2	£900					8-9	
<b>PEOPLE SKILLS</b>										
Effective Communication	EFFCOMM	Windsor London	1 1	£420 £420		25		20		24
Maximise your Time	PERSEFF	Windsor London	1 1	£420 £420		11		13	10	3
Manage your Time with MS Outlook	PROTIME	London	1	£420		4				31
Self-Development and Image Projection	IMAGE	Windsor London	1 1	£420 £420		10		27		
Presenting with Impact	PRESIMP	Windsor London	2 2	£840 £840	15-16	5-6			15-16	1-2
Making Meetings Work	SUCMET	London	1	£420	21					
Minute Taking and Agenda Writing	MINUTE	Windsor London	1 1	£420 £420	14		9			24
Writing Effective Letters and Emails	EFFEMAIL	London	1	£420	30			8		16
Report Writing	REPORT	London	1	£420				18		29
Assertiveness	ASSERT	London	2	£840		5-6				11-12
Coping with Aggression & Dealing with Conflict	COPING	Windsor London	1 1	£420 £420				19		30
Handling Stress	HANDS	London	1	£420					15	
Mind Mapping and Memory Improvement	MINDMAP	London	1	£450		11		11		
Introduction to NLP	INTRONLP	London	1	£450					22	
Zest for Life	ZEST	London	1	£450	21					
<b>HR, TRAINING AND EMPLOYMENT LAW</b>										
Train the Trainer Level 1	TTT1	London	3	£1,260			2-4			22-24
Train the Trainer Level 2	TTT2	London	2	£840	19-20					
<b>SALES AND CUSTOMER SERVICE</b>										
Achieving Excellence in Customer Care	CUSTCARE	London	2	£840				14-15		