

GTG SUMMER OFFERS

BUSINESS SKILLS	GLASGOW		EDINBURGH	
	Jul	Aug	Jul	Aug
PROJECT MANAGEMENT				
Project Management Training - Understanding Project Management (3 Days)		3 - 5		
PRINCE2TM Foundation (3 Days)			20 & 22	
PRINCE2TM Practitioner (2 Days)			23 & 24	
CAREER DEVELOPMENT				
Advanced Writing Skills (1 Day)				
Building your Self-Esteem and Assertiveness Skills (1 Day)	27		13	
Business Etiquette - Gaining that Extra Edge (1 Day)				7
Business Writing that Works (2 Days)		6 & 7		
Communication Strategies (2 Days)		4 & 5	15 & 16	
Dealing with Challenging Customers (1 Day)	3			18
Customer Service Training - Critical Elements of Customer Service (2 Days)			8 & 9	
Public Speaking - Presentation Survival School (2 Days)	20 & 21		22 & 23	
Public Speaking - Speaking under Pressure (2 Days)		20 & 21		5 & 6
SpeakEasy - Conquering Your Fear of Speaking in Public (1 Day)				
The Minute Taker's Workshop (1 Day)		12		
Time Management - Get Organised for Peak Performance (1 Day)	15			7
Writing Reports and Proposals (2 Days)		19 & 20		
TRAIN THE TRAINER				
Advanced Skills for the Practical Trainer (3 Days)			1 - 3	
Facilitation Skills (2 Days)				13 & 14
Survival Skills for the New Trainer (1 Day)			29	
The Practical Trainer (3 Days)	7 - 9			12 - 14
SUPERVISORS & MANAGERS				
Budgets and Managing Money (2 Days)	21 & 22			
Business Leadership - Becoming Management Material (3 Days)		26 - 28		19 - 21
Coaching Skills for Managers (1 Day)			2	
Delegation - The Art of Delegating Effectively (1 Day)	1			25
Human Resources - HR for the Non HR Manager (3 Days)				
ILM Award in Team Leading (4 Days)				
Managing People (2 Days)	23 & 24			
Meeting Management - The Art of Making Meetings Work (1 Day)			27	
Motivating Training - Motivating your Workforce (1 Day)	2		29	28
Negotiating for Results (2 Days)	7 & 8		30 & 31	
Team Building - Developing High Performance Teams (3 Days)				
The ABC's of Supervising Others (2 Days)		27 & 28		
The Professional Supervisor (3 Days)	15 - 17			



GTG SUMMER OFFERS

	GLASGOW		EDINBURGH	
	Jul	Aug	Jul	Aug
COMPUTING & IT				
BEGINNERS COURSES				
Computing For Beginners (1 Day)		4		
MICROSOFT WORD				
WORD XP/2003				
Introduction (1 Day)		17		
Intermediate (1 Day)			9	
Advanced (2 Days)			30 & 31	
WORD 2007				
Foundation (1 Day)				
Intermediate (1 Day)		7		
Advanced (1 Day)			13	
PROJECT MANAGEMENT				
Project 2003 Introduction (1 Day)	2			5
Project 2007 Introduction (1 Day)				
MICROSOFT EXCEL				
EXCEL XP/2003				
Introduction (1 Day)			7	
Intermediate (1 Day)		10		
Advanced (2 Days)	14 & 15			19 & 20
EXCEL 2007				
Foundation (1 Day)				28
Intermediate (1 Day)				
Advanced (2 Days)				
Expert (1 Day)	23			
MICROSOFT ACCESS				
ACCESS XP/2003				
Introduction (1 Day)		11		
ACCESS 2007				
Foundation (1 Day)	24			
Intermediate (1 Day)		4		25
MICROSOFT OUTLOOK				
OUTLOOK XP/2003				
Introduction (1 Day)		14		
Intermediate (1 Day)				
OUTLOOK 2007				
Foundation (1 Day)				26
Intermediate				

	GLASGOW		EDINBURGH	
	Jul	Aug	Jul	Aug
COMPUTING & IT				
MICROSOFT POWERPOINT				
POWERPOINT XP/2003				
Introduction (1 Day)				26
Advanced (1 Day)	8		1	
POWERPOINT 2007				
Foundation (1 Day)	22			
Intermediate (1 Day)		27	15	
MICROSOFT VISIO				
VISIO XP/2003				
Introduction (1 Day)			16	

	GLASGOW		EDINBURGH	
	Jul	Aug	Jul	Aug
TRANSPORT				
ADR Hazfreight Initial (5 days)	6 - 10	3 - 7		
ADR Hazfreight Refresher (3 days)	27 - 29	19 - 21		
CPC - Certificate of Professional Competence (10 days including exam)		31 - 11/09		
Tachograph & Driver's Hours (Analogue & Digital)		7		

PRICE LIST

COURSE	DURATION	COST	SPECIAL OFFER
COMPUTING & IT	Half Day	£100.00	£85.00
	1 Day	£165.00	£140.25
	Advanced per Day	£200.00	£170.00
BUSINESS SKILLS	1 Day	£165.00	£140.25
	2 Days	£330.00	£280.50
	3 Days	£415.00	£352.75
THE PRACTICAL TRAINER	3 Days	£490.00	£416.50
TRANSPORT			
ADR	5 Days (including exam)	£632.00	£575.00
ADR	3 Days (including exam)	£453.00	£420.00
CPC National Freight	10 Days (including exam)	£779.00	£687.60
Abrasive Wheels	Half Day	£109.00	£95.00
Tachograph & Driver's Hours	Half Day	£102.00	£89.00