



COURSE CALENDAR
MAY - AUGUST 2009

COMPUTER COURSES - PUBLIC SCHEDULE

GLASGOW				
	May	Jun	Jul	Aug
BEGINNERS COURSES				
Computing For Beginners				4
MICROSOFT WORD				
WORD XP/2003				
Introduction	5			17
Intermediate		4		
Advanced (2 Days)			30 & 31	
WORD 2007				
Foundation	26			
Intermediate		23		7
Advanced		24		
PROJECT MANAGEMENT				
Project 2003 Introduction	15		2	
Project 2007 Introduction				
MICROSOFT EXCEL				
EXCEL XP/2003				
Introduction	7			
Intermediate		2		10
Advanced (2 Days)			14 & 15	
EXCEL 2007				
Foundation		16		
Intermediate	12			
Advanced				
MICROSOFT ACCESS				
ACCESS XP/2003				
Introduction	21			11
ACCESS 2007				
Foundation			24	
Intermediate				4
MICROSOFT OUTLOOK				
OUTLOOK XP/2003				
Introduction				14
Intermediate		30		
OUTLOOK 2007				
Foundation		5		
Intermediate				
MICROSOFT POWERPOINT				
POWERPOINT XP/2003				
Introduction		9		
Advanced	11		8	
POWERPOINT 2007				
Foundation	7		22	
Intermediate				27
MICROSOFT VISIO				
VISIO XP/2003				
Introduction		26		

EDINBURGH				
	May	Jun	Jul	Aug
BEGINNERS COURSES				
Computing For Beginners		3		
MICROSOFT WORD				
WORD XP/2003				
Introduction	19			
Intermediate			9	
Advanced (2 Days)				
WORD 2007				
Foundation		10		
Intermediate	28			
Advanced			13	
PROJECT MANAGEMENT				
Project 2003 Introduction				5
Project 2007 Introduction		17		
MICROSOFT EXCEL				
EXCEL XP/2003				
Introduction			7	
Intermediate	13			
Advanced (2 Days)				19 & 20
EXCEL 2007				
Foundation	20			28
Intermediate		11		
Advanced		18		
MICROSOFT ACCESS				
ACCESS XP/2003				
Introduction	28			
ACCESS 2007				
Foundation	22			
Intermediate				25
MICROSOFT OUTLOOK				
OUTLOOK XP/2003				
Introduction		25		
Intermediate				
OUTLOOK 2007				
Foundation				26
Intermediate		29		
MICROSOFT POWERPOINT				
POWERPOINT XP/2003				
Introduction	14			26
Advanced			1	
POWERPOINT 2007				
Foundation				
Intermediate			15	
MICROSOFT VISIO				
VISIO XP/2003				
Introduction			16	

OTHER COURSES ARE AVAILABLE ON A PRIVATE SCHEDULE BASIS - VISIT www.gtg.co.uk FOR MORE DETAILS

BUSINESS SKILLS

GLASGOW				
	May	Jun	Jul	Aug
PROJECT MANAGEMENT				
Project Management Training - Understanding Project Management (3 Days)	5, 6 & 7			3, 4 & 5
PRINCE2™ Foundation (3 Days)	18, 19 & 20			
PRINCE2™ Practitioner (2 Days)	21 & 22			
CAREER DEVELOPMENT				
Advanced Writing Skills (1 Day)	5			
Building your Self-Esteem and Assertiveness Skills (1 Day)	8		27	
Business Etiquette - Gaining that Extra Edge (1 Day)		16		
Business Writing that Works (2 Days)				6 & 7
Communication Strategies (2 Days)		22 & 23		4 & 5
Dealing with Challenging Customers (1 Day)			3	
Customer Service Training - Critical Elements of Customer Service (2 Days)		24 & 25		
Public Speaking - Presentation School Survival School (2 Days)	14 & 15		20 & 21	
Public Speaking - Speaking under Pressure (2 Days)				20 & 21
SpeakEasy - Conquering Your Fear of Speaking in Public (1 Day)		19		
The Minute Taker's Workshop (1 Day)				12
Time Management - Get Organised for Peak Performance (1 Day)	5		15	
Writing Reports and Proposals (2 Days)				19 & 20
TRAIN THE TRAINER				
Advanced Skills for the Practical Trainer (3 Days)		3, 4 & 5		
Facilitation Skills (2 Days)				
Survival Skills for the New Trainer (1 Day)		10		
The Practical Trainer (3 Days)	12, 13 & 14		7, 8 & 9	
SUPERVISORS AND MANAGERS				
Budgets and Managing Money (2 Days)			21 & 22	
Business Leadership - Becoming Management Material (3 Days)	27, 28 & 29			26, 27 & 28
Coaching Skills for Managers (1 Day)	18			
Delegation - The Art of Delegating Effectively (1 Day)			1	
Human Resources - HR for the Non HR Manager (3 Days)				
ILM Award in Team Leading (4 Days)	7			
Managing People (2 Days)	14 & 15		23 & 24	
Meeting Management - The Art of Making Meetings Work (1 Day)		30		
Motivation Training - Motivating your Workforce (1 Day)			2	
Negotiating for Results (2 Days)			7 & 8	
Team Building - Developing High Performance Teams (3 Days)		15, 16 & 17		
The ABC's of Supervising Others (2 Days)	6 & 7			27 & 28
The Professional Supervisor (3 Days)			15, 16 & 17	

EDINBURGH			
May	Jun	Jul	Aug
PROJECT MANAGEMENT			
		20, 21 & 22	
		23 & 24	
CAREER DEVELOPMENT			
		13	
			7
	8 & 9		
25 & 26		15 & 16	
	25		18
		8 & 9	
		22 & 23	
			5 & 6
15			7
TRAIN THE TRAINER			
		1, 2 & 3	
			13 & 14
20		29	
	24, 25 & 26		12, 13 & 14
SUPERVISORS AND MANAGERS			
			19, 20 & 21
		2	
	12		25
	16, 17 & 18		
		29 & 30	
		27	
28		29	28
		30 & 31	
21 & 22			

ALL COURSES CAN BE TAILORED TO YOUR ORGANISATIONS SPECIFIC REQUIREMENTS

HEALTH & SAFETY / TRANSPORT

GLASGOW				
	May	Jun	Jul	Aug
HEALTH & SAFETY				
Abrasive Wheels (1/2 Day)	15		10	
Asbestos Awareness (1/2 Day) AM		24		
BSC Award Level 2 Certificate in Fire Risk Assessment (1 Day)	15		23	
Emergency First Aid at Work (1 Day)	25	10	2	11
Fire Warden (1/2 Day) AM	12		16	
HSE Approved A.E.D (Defib) User (1 Day)	18	19	7	
HSE Approved First Aid at Work (4 Days)	5, 12, 19 & 26	1, 8, 15 & 22	1, 6, 13 & 20	17, 18, 19 & 20
HSE Approved Refresher First Aid (2 Days)	7 & 8	11 & 12	28 & 29	4 & 5
IOSH Managing Safely (5 Days)		8, 9, 22, 23 & 29		
IOSH Working Safely (1 Day)	11		6	
Managing Health & Safety/Risk Assessment (1 Day)		24		20
Manual Handling (1/2 Day) PM	12		16	
NEBOSH - National General Certificate in Occupational Safety & Health (13 Days)	13, 14, 21, 22, 27 & 28	3, 4, 10, 11, 17, 18 & 19		
Paediatric First Aid (1 Day)			8	
TRANSPORT				
ADR Hazfreight Initial (5 days)	11-15	8-12	6-10	3-7
ADR Hazfreight Refresher (3 days)	20-22	22-24	27-29	19-21
CPC - Certificate of Professional Competence (9 days including exam)	25-	5		31-11/09
Tachograph & Driver's Hours (Analogue & Digital)		12		7

EDINBURGH			
May	Jun	Jul	Aug
HEALTH & SAFETY			
	2		11
11	17	9	6
	16		13
	3	30	
8, 15, 22 & 29	2, 9, 16 & 23	3, 10, 17 & 24	7, 14, 21 & 28
27 & 28	4 & 5	15 & 16	24 & 25
		1, 2, 8, 9 & 15	
	29		19
		23	
	16		13
			3, 4, 10, 11, 17, 18, 24, 25 & 31, 1/09, 7/09, 8/09 & 9/09
13		31	
TRANSPORT			

FOR A FULL LIST OF TRANSPORT COURSES INCLUDING LGV (LORRY), PCV (BUS), FORKLIFT, CAR DRIVER TRAINING AND THE NEW DRIVERS CPC COURSE VISIT OUR WEBSITE

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1330 SOUTH STREET, GLASGOW G14 0BJ

Tel **0844 815 5230**

www.gtg.co.uk

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