

THE MILTON KEYNES CHAMBER OFFERS AN EXTENSIVE RANGE OF BUSINESS-RELATED TRAINING AND BESPOKE TRAINING PACKAGES. AND CHAMBER MEMBERS RECEIVE A SIGNIFICANT DISCOUNT ON ALL TRAINING.

2018 -19 Calendar													Prices plus VAT	
ILM MANAGEMENT DEVELOPMENT PROGRAMME	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Leadership Behaviors		21											£1795 for all 9 workshops	£2295 for all 9 workshops
Customer Excellence			7											
Performance Management				16										
Team Building						16								
Motivational Coaching							17							
Creative thinking & Problem solving								6						
Managing the Human side of Change										29				
Influencing & Negotiating											13			
Presentation Skills												14		
THE BUSINESS TOOLKIT	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Level 2 HABC Health & Safety in the Workplace			20					21				21	219	269
Health & Safety for the Small Business		22											219	269
QA Level 2 Emergency First Aid (QCF)		1					16					27	219	269
Absence Management		17				18					12		135	160
Introduction to HR Management			19					27				20	219	269
GETTING THE MESSAGE RIGHT	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Customer Service on the Telephone		16				11				17			219	269
Developing Assertiveness Skills				9				22				12	219	269
Helping Difficult Customers			14					29					219	269
Minutes Made Easy			12				9				5		219	269
Written Communication at its BEST!	30							23					219	269

SALES & MARKETING	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Building New Sales Relationships	23					12				23			219	269
Sales for non-sales professionals		17					10				6		135	160
Essential Selling Skills			13					7				13	219	269
Selling Effectively on the Telephone			28					28				28	219	269
Social Media Marketing		23				13				24			219	269
Linked in for Business			14				11				7		135	160
Search Engine Optimization - Quick Start!			27				31				28		135	160
Google analytics basics				5				8				19	135	160
Winning email marketing strategies for Business Owners				18					5				135	160
MANAGEMENT & PERSONAL DEV	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Effective Appraisal Skills			21						4				219	269
Conflict Management	26			17				21				7	135	160
How to hold a difficult conversations		15						15					220	270
Team Motivation-in Difficult Times!		15						20					219	269
Successful Supervisory Management	17/18			03-Apr			02-Mar			15/16			438	538
Managing Your Workload	24			5			4			22			219	269
Motivational Coaching			5					1					219	269
Project Management	25			12			18			31			219	269
Train the Trainer				10-Nov				13/14				05-Jun	438	538
Self confidence in the workplace			6							30			135	160
INTERNATIONAL TRADE BCC Accredited courses	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Export: Procedure & Docs													285	355
Import: Compliance & Savings													285	355
Finance Options: Focusing on Letters of Credit	Check the website for dates <a href="http://www.northants-chamber.co.uk/training/international-trade-training">www.northants-chamber.co.uk/training/international-trade-training</a> or call 01604 490490												285	355
Export License & Incoterms													285	355
Rules of Origin													285	355
Customs relief: IP & OP													285	355
Agents & Distributors													285	355
INFORMATION TECHNOLOGY	Apr-18	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Member	Non-member
Excel Intro, Intermediate, Advanced	check the website for dates <a href="http://www.northants-chamber.co.uk/training">www.northants-chamber.co.uk/training</a> or call 01604 490490												185	215
Bespoke Training	Customised training solutions available for all the above course outlines - call 01604 490470 for further details													



