

SHORT COURSES

Dates and prices on application



Finance

- Finance for non finance managers
- Accounting workshop for SMEs
- Bespoke Finance – 1 to 3 day
- Bespoke Accountancy – 1 to 3 day

Sales & Marketing

- Improve your marketing strategy
- Marketing in a Recession
- Negotiating Skills
- Successful Marketing
- E Marketing
- Customer Relations – 1 or 2 day
- Improving Sales Techniques

Leadership & Management

- Developing High Performance
- Leadership Vs Management
- Skill Assessment & Profiling
- Motivating Your Team
- Dealing with Difficult People
- How to Run Successful Meetings
- Time Management
- Stress Management
- Understanding Stress & Addressing the Causes
- Change Management
- Change Leadership
- Assertiveness
- Managing People
- Creativity, Innovation & Change
- Creative Problem Solving
- Confidence Building
- Team Building
- Coaching

Presentation, Project & Communication Skills:

- Communication for Success
- Project Management
- Presentation Skills
- Powerpoint Presentations
- Time Management

Human Resources:

- All you need to know about HR
- HR for non HR Managers
- Conducting Staff Appraisals
- Disciplinary Procedures
- Employment Law
- Successful Recruitment
- Recruitment & Interview Skills
- Contracts of Employment
- Redundancy Workshop

Course Duration:

Courses typically run for 1 day unless otherwise stated. Human Resource Courses can run as full or half day courses and modules can be combined to build a bespoke course to suit your needs.

Trainer Profile:

Our trainers are from a variety of industries including university academics, and external training providers with a wealth of industry experience in their field.

For more information on any of our Translation and Interpreting Services, please contact us on 01978 293491 or by email at solutions@glyndwr.ac.uk.

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