

Certificated Courses

<i>Course Title</i>	<i>Time</i>	<i>Price</i>	<i>Course Description</i>
PDA Management *** SQA CERTIFICATED ***	Blended	£495.00	The SQA Qualification PDA in Management will develop your knowledge and understanding of the principles of management. The project based assessment enables you to apply work based leadership and management skills to a context relevant to you. A blended approach to delivery means that you can study at a time and a place to suit you. This qualification is suitable for a wide range of job roles eg Supervisors, team leaders or those looking to gain promotion to a higher level.
PDA in Workplace Assessment Using Direct Methods (L&D9D) *** SQA CERTIFICATED ***	Supported Distance	£700.00	The SQA Qualification PDA in Workplace Assessment Using Direct Methods at SCQF level 7 will develop your knowledge and skills in preparing for, planning and carrying out assessment of individuals in the workplace using observation and, if applicable, asking questions and/or examining the work product created during the observation. This qualification is suitable for Assessors who assess in the workplace using the following methods: observation of performance; examining products of work created during the observation and questioning candidates.

<p>PDA in Workplace Assessment Using Indirect Methods (L&D9Di) *** SQA CERTIFICATED ***</p>	<p>Supported Distance</p>	<p>£700.00</p>	<p>The SQA Qualification PDA in Workplace Assessment Using Direct and Indirect Methods at SCQF level 8 will develop your knowledge and skills in preparing for, planning and carrying out assessment of individuals in the workplace. Assessor-candidates will use the following direct methods — observation, examination of work products (both created and not created at the time of observation), and questioning. They may also be involved in authenticating indirect evidence such as discussion with candidates, testimony of others (witnesses), examination of candidate statements, assessment of candidates in simulated environments, recognition of prior learning (RPL), otherwise known as the accreditation of prior achievement (APA). This qualification is suitable for Assessors who assess in the workplace using observation of performance and at least three other methods.</p>
<p>PDA in Internal Verification of Workplace Assessment (L&D11) *** SQA CERTIFICATED ***</p>	<p>Supported Distance</p>	<p>£700.00</p>	<p>The SQA Qualification PDA in Internal Verification of Workplace Assessment at SCQF level 8 will develop knowledge and skills in monitoring assessment processes and decisions within an organisation and helping to maintain and improve the quality of workplace assessment. This qualification is suitable for candidates who are in a job role that includes: monitoring assessment processes and decisions in an organisation and helping to maintain and improve the quality of workplace assessment.</p>

Non Certificated Courses (Minimum Class Size 5)

<i>Course Title</i>	<i>Time</i>	<i>Price</i>	<i>Course Description</i>
<p>Introduction to Leadership (2 Days)</p>	<p>9.30 - 3.30 pm</p>	<p>£400.00</p>	<p>This 2 day programme is designed for those in a supervisory role or aspiring to a leadership role. The course includes a range of topics including motivating your team, delegation, applying situational leadership skills and dealing with difficult situations. The experienced trainer will ensure that the course content meets the needs of both those attending the course and the workplace.</p>

Frontline Leadership	9.30 - 12.30 pm	£275.00	In this course we will discuss the foundations of effective leadership, enhance leadership skills through motivation and discuss the importance of becoming a leader people want to follow. We will touch on emotional intelligence and how to manage the unexpected. The course is suitable for those in a supervisory/leadership role or aspiring for promotion to one of these roles.
Team Effectiveness	9.30 - 12.30 pm	£275.00	This course includes discussion on developing a high performing team, understanding the different types of roles that exist within a team, appreciate the importance of team dynamics, analyse the barriers which prevent team being effective and develop strategies to overcome these barriers. The course is suitable for those in a supervisory/ leadership role or aspiring for promotion to one of these roles.
Creative Solutions	9.30 - 12.30 pm	£275.00	In this ILM endorsed course, we will discuss how to make better decisions through creative problem solving, recognise techniques to develop creativity and how to transform creativity apply into practical business solutions. The course is suitable for supervisors, leaders/managers and other personnel involved with decision making.
Change Management	9.30 - 12.30 pm	£275.00	In this course we will discuss workplace reasons for change, understand reasons for resistance to change and identify ways of managing change effectively. The course is suitable for new or experienced supervisors, leaders or managers.
Train the Trainer (Half Day)	9.30 - 12.30 pm	£165.00	Being a great trainer is not just about being an expert in your area it's about engaging with your learners. This introductory Train the Trainer workshop will give you an awareness of how people learn so that the people you train get the most out of your course.
Train the Trainer (Full Day)	9:30 - 4:30pm	£275.00	Full Day course also available.

Difficult Conversations	9.30 - 12.30 pm	£165.00	Ouch! - we have a hygiene problem in the workplace or one of your employees spends more time on facebook than they do on the job and your boss has asked you to sort it. In this workshop, we will explore different ways of approaching the difficult conversation including hints and tips on how to start off the conversation to make the experience as pain free as possible.
Mentoring & Coaching in the Workplace	9.30 - 12.30 pm	£165.00	Coaching and mentoring are techniques used to develop staff using 1:1 discussions to enhance an individual's skills knowledge or work performance. Although there are key differences between the role of a mentor and a coach the two terms are often used interchangeably. In this workshop, we will explore the advantages of using coaches and mentors in the workplace and how this can improve work relationships and outputs. This is an interesting 2 hour interactive workshop that employers would find very useful as an employee motivator.
Building Respect & Trust in the Workplace	9.30 - 12.30 pm	£165.00	Well known management author, Stephen Covey, wrote about "13 Behaviours of a High Trust Leader". In this 2 hour workshop, we will review these 13 behaviours including Character and Competence Traits and reflect on their importance in the workplace.
Building Self Confidence & Assertiveness	9.30 - 12.30 pm	£110.00	You are excellent at what you do and yet you still do not feel confident in yourself. We will discuss possible reasons why you may be lacking in confidence and suggest strategies to help build your confidence. In the second half of the session, we will look at assertiveness and the use of language, body language and vocal information can help us be more assertive and how, in turn, this can link to an increase in confidence.
Time & Stress Management	9.30 - 4.30 pm	£275.00	This one-day course looks at the causes of time and stress management difficulties and offers practical solutions. By managing their time more effectively, participants will be able to make a greater contribution to their organisation's goals – they will be more effective at work but will still be able to achieve a sensible work / life balance.

Managing Meetings	9.30 - 12.30 pm	£165.00	This course shares good practice in planning and conducting effective meetings that avoid time wasting and frustration. Tips will also be provided on how to create user-friendly minutes and action plans. The course is designed for anyone who is responsible for managing meetings but has little or no experience of how to do so.
Report Writing	9.30 - 12.30 pm	£165.00	This course covers the stages of report writing and provides guidance on how to structure informative reports which look professional and are easily understood. This course is aimed at anyone who has to write or contribute to business reports, but lacks experience in this area.
Minute and Note-Taking	9.30 - 12.30 pm	£165.00	This course covers the role of a minute taker, explores different styles of minutes and provides useful hints and tips on how to take factually accurate notes and minutes during a meeting. The course is designed for anyone who is required to take minutes and wants to improve on their note taking technique.
Introduction to Project Management	9.30 - 4.30 pm	£275.00	This one day course will enable you to plan projects more successfully through the application of a project framework and the use of project software, tools and techniques. The course is designed for anyone involved in project working who has no knowledge or experience of project management.
Reverse Mentoring	9.30 - 12.30 pm	£165.00	Learn about reverse mentoring in the workplace, a modern mentoring format that pairs an a junior employee mentor with an experienced executive mentee. This type of mentoring gives senior executives an opportunity to stay up-to-date with the latest business technologies and workplace trends. It also helps junior employees see the larger picture and gives them a glimpse of management issues.
Interview Skills	9.30 - 4.30 pm	£275.00	The key focus of this course is on recruitment interviews and will help you gain the specialist knowledge and practical skills to prepare for and undertake interviews with a view to increasing your chance of selecting the right candidate.

MS Office - Beginners, Intermediate and Advanced	9.30 - 4.30 pm	£275.00	Learn how to use MS Word, Excel, Access, PowerPoint or Outlook at a beginner, intermediate or advanced level. The content of the course will be designed based on your level of knowledge and experience and will focus on the areas you need to develop.
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