



## Leadership & Management Programmes 2021

**NEW DATES**



| ILM Programmes  | Date of Delivery                     | Duration | Full Fee            |
|---|--------------------------------------|----------|---------------------|
| ILM Introduction to Leadership & Management *         | 2 <sup>nd</sup> -4 <sup>th</sup> Nov | 3 days   | £595 <sup>1</sup>   |
| ILM Level 2 Certificate in Leadership & Team Skills * | 19 <sup>th</sup> Oct<br>(Day 1)      | 7 days   | £1,295 <sup>1</sup> |
| ILM Level 3 Certificate in Leadership & Management *  | 12 <sup>th</sup> Oct<br>(Day 1)      | 9 days   | £1,695 <sup>1</sup> |
| ILM Level 5 Certificate in Leadership & Management *  | 6 <sup>th</sup> Oct<br>(Day 1)       | 8 days   | £1,695 <sup>1</sup> |

<sup>1</sup> Funding for delegates on ILM courses may be available by application to the Department of Education Sport and Culture through its 'Vocational Training Assistance Scheme', details of which can be found at <https://www.gov.im/categories/benefits-and-financial-support/grants-and-loans/vocational-training-assistance-scheme/>

\* Lunch included

All prices are plus VAT

For more information, individual course outlines or to reserve a space contact Bill at [bill@tlc.co.im](mailto:bill@tlc.co.im) or telephone 664789

For course outlines on all our courses please click [here](#)

**Sept - Dec on the following pages**





## Sept 2020

|  |        |             |      |
|--|--------|-------------|------|
| Assertiveness  | 8 Sep  | 9:30-13:00  | £105 |
| MS Excel: Effective Use                                | 9 Sep  | 10:00-12:30 | £80  |
| MS Word: Effective Use                                 | 9 Sep  | 14:00-16:00 | £69  |
| Presentation Skills                                    | 14 Sep | 10:00-12:00 | £69  |
| MS PowerPoint: Effective Use                           | 14 Sep | 13:00-15:00 | £69  |
| Business Writing - Preparation, Planning & Structure   | 15 Sep | 10:00-12:00 | £69  |
| Business Writing - Style, Language & Punctuation       | 15 Sep | 13:00-15:00 | £69  |
| Time Management  | 16 Sep | 9:30-13:00  | £105 |
| Directors' Duties and Responsibilities *               | 17 Sep | 9:30-15:30  | £245 |
| Training Skills *                                      | 21 Sep | 9:30-16:30  | £185 |
| Telephone Skills: the Fundamentals                     | 23 Sep | 10:00-12:00 | £69  |
| Risk Management for Non-Risk Managers                  | 23 Sep | 13:00-16:00 | £145 |
| Performance Management: Understanding Appraisal        | 28 Sep | 10:00-12:00 | £69  |
| Prevention of Money Laundering: Introduction/Refresher | 28 Sep | 14:00-16:00 | £69  |
| Interviewing Skills *                                  | 30 Sep | 9:30-16:30  | £185 |

## Oct 2020

|   |        |             |      |
|---|--------|-------------|------|
| Difficult People and How to Deal with Them                          | 5 Oct  | 13:00-16:30 | £105 |
| Prevention of Money Laundering for Directors                        | 21 Oct | 10:00-12:00 | £95  |
| Writing a Well-structured Document – Reports, Proposals & Solutions | 21 Oct | 14:00-16:00 | £69  |

## Nov 2020

|  |        |             |      |
|--|--------|-------------|------|
| Meetings: How to Make Them More Effective              | 9 Nov  | 10:00-12:00 | £69  |
| Prevention of Money Laundering: Introduction/Refresher | 16 Nov | 10:00-12:00 | £69  |
| Negotiating Skills                                     | 16 Nov | 13:00-16:30 | £105 |
| Leadership at Board Level *                            | 30 Nov | 10:00-16:00 | £245 |

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Dec on the following page



## Dec 2019

|   |        |             |      |
|---|--------|-------------|------|
| Reception Skills *                          | 2 Dec  | 9:30-16:30  | £185 |
| Team Dynamics: How to Build your Team       | 9 Dec  | 9:30-13:00  | £105 |
| Followership - The Other Side of Leadership | 15 Dec | 10:00-12:00 | £69  |
| Problem Solving                             | 15 Dec | 13:00-16:00 | £99  |

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