



## Leadership & Management Programmes 2023

**NEW DATES**



ILM Programmes	Date of Delivery	Duration	Full Fee
ILM Introduction to Leadership & Management *	3 to 5 Oct	3 days	£595 <sup>1</sup>
ILM Level 2 Certificate in Leadership & Team Skills *	17 Oct (Day 1)	7 days	£1,295 <sup>1</sup>
ILM Level 3 Certificate in Leadership & Management * <i>PLEASE NOTE CHANGE OF DATE!</i>	19 Oct (Day 1)	9 days	£1,695 <sup>1</sup>
ILM Level 5 Certificate in Leadership & Management *	1 Nov (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](#)

**Short courses on the following page**





## Sep 2023

Prevention of Money Laundering: Introduction/Refresher	13 Sep	10:00-12:00	£69
Time Management	19 Sep	09:30-13:00	£105
MS Excel: Effective Use	19 Sep	14:00-16:30	£80

## Oct 2023

Project Management: An Introduction *	10 Oct	09:30-16:30	£185
Challenging Conversations: How to Deal With Them *	11 Oct	09:30-15:00	£150
Prevention of Money Laundering for Directors	12 Oct	14:00-16:00	£95
Menopause for Managers - being the leader the team needs	18 Oct	15:30-17:30	£80
Directors' Duties & Responsibilities *	31 Oct	10:00-16:00	£245

## Nov 2023

Feedback: The Essentials for Getting it Right	7 Nov	09:30-12:30	£99
Prevention of Money Laundering: Introduction/Refresher	7 Nov	14:00-16:00	£69
Assertiveness	21 Nov	09:30-13:00	£105
Communication: How to be More Effective	21 Nov	14:00-16:00	£69
Company Secretary: An Introduction	29 Nov	09:30-13:00	£145
Risk Management for Non-Risk Managers	30 Nov	13:00-16:00	£145

## Dec 2023

Prevention of Money Laundering: Introduction/Refresher	5 Dec	10:00-12:00	£69
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