



Leadership & Management Programmes 2024

NEW DATES



ILM Programmes	Date of Delivery	Duration	Full Fee
ILM Introduction to Leadership & Management *	24 to 26 September	3 days	£595 ¹
ILM Level 2 Certificate in Leadership & Team Skills *	15 October (Day 1)	7 days	£1,295 ¹
ILM Level 3 Certificate in Leadership & Management *	24 October (Day 1)	9 days	£1,695 ¹
ILM Level 5 Certificate in Leadership & Management *	5 November (Day1)	8 days	£1,695 ¹

¹ 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.uk/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 or telephone 664789

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

Short courses on the following page





Sep 2024

Prevention of Money Laundering: Introduction/Refresher	10 Sep	10:00-12:00	£69
MS Excel: Effective Use	10 Sep	13:30-16:00	£80
Team Dynamics: How to Build Your Team	17 Sep	9:30-13:00	£105
Customer Care: Improving the Customer Experience	18 Sep	13:30-16:30	£99

Oct 2024

Mental Toughness: the ability to bounce back in tough times	2 Oct & 3 Oct	9:30-16:30 9:30-12:30	£295
Change Management - The People Dimension	8 Oct	13:00-16:00	£145
Prevention of Money Laundering for Directors	9 Oct	14:00-16:00	£95
Challenging Conversations: How to Deal With Them	16 Oct	9:30-15:00	£150
Time Management	22 Oct	9:30-13:00	£105

Nov 2024

Confidence for Growth & Development	19 Nov	9:30-13:00	£105
Communication: How to be More Effective	19 Nov	14:00-16:00	£69
Telephone Skills: the Fundamentals	20 Nov	14:00-16:00	£69
Risk Management for Non-Risk Managers	26 Nov	10:00-13:00	£145
Feedback: The Essentials for Getting it Right	27 Nov	9:30-12:30	£99
Prevention of Money Laundering: Introduction/Refresher	27 Nov	14:00-16:00	£69

Dec 2024

Prevention of Money Laundering: Introduction/Refresher	17 Dec	10:00-12:00	£69
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