



Management & Professional Development Course Schedule December 2008 to March 2009

Alternatively why not organise a course as a one-to-one or group booking on your site or ours!

Price includes comprehensive manual, with refreshments and complementary lunch in our on-site café.

Courses below can be scheduled on request if dates do not suit. We also run the following courses:

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| <ul style="list-style-type: none"> • Acrobat • Active Directory • After Effects • Apple Mac • ASP.net • AutoCad • BlackBerry | <ul style="list-style-type: none"> • Business Objects • C/C++ • Corel Draw • Crystal Reports • DVD Studio Pro • Exchange Server | <ul style="list-style-type: none"> • Final Cut Pro • Fireworks • Fontographer • Freehand • Goldmine • Go Live • Groupwise | <ul style="list-style-type: none"> • HTML • Java • JavaScript • Lotus 123 • Lotus freelance • Graphics • Lotus iNotes | <ul style="list-style-type: none"> • Lotus Notes • Map Info • One Note 2003 • Oracle DBA • OSX Server • PageMaker • PL/SQL | <ul style="list-style-type: none"> • Premiere • Sage • SPSS • Unix • Video Streaming • XML • And many more.... |
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Course	Days	Cost	December	January	February	March
Management Skills						
Budget Construction and Control	2	£ 795	Tue 23 & Wed 24	Wed 28 & Thu 29	Thu 26 & Fri 27	Tue 24 & Wed 25
Career Development Planning	1	£ 495	Mon 15	Thu 15	Thu 12	Thu 12
Conducting Successful Meetings	1	£ 495	Mon 1	Mon 5	Tue 3	Tue 3
Customer Service Skills	1	£ 495	Fri 5	Wed 7	Wed 4	Thu 5
Effective Mentoring Skills	1	£ 495	Wed 24	Wed 28	Wed 25	Wed 25
Essential Management Skills	2	£ 795	Mon 15 & Tue 16	Tue 20 & Wed 21	Tue 17 & Wed 18	Thu 26 & Fri 27
Identifying Training and Development Needs	2	£ 795	Tue 2 & Wed 3	Thu 8 & Fri 9	Thu 5 & Fri 6	Thu 5 & Fri 6
Interviewing Skills	1	£ 595	Thu 4	Tue 6	Tue 3	Tue 3
Managerial Leadership	1	£ 495	Wed 17	Mon 19	Mon 16	Mon 23
Managing Professionals	2	£ 795	Mon 8 & Tue 9	Thu 22 & Fri 23	Mon 16 & Tue 17	Mon 16 & Tue 17
Project Management Techniques	2	£ 795	Tue 23 & Wed 24	Thu 29 & Fri 30	Thu 26 & Fri 27	Mon 30 & Tue 31
Quality Management	1	£ 495	Mon 22	Mon 26	Mon 23	Mon 23
Team Building Techniques	2	£ 795	Tue 23 & Wed 24	Thu 29 & Fri 30	Thu 26 & Fri 27	Thu 26 & Fri 27
Professional Skills						
Assertiveness Influencing and Confidence	1	£ 495	Mon 1	Wed 14	Mon 2	Mon 2
Communication Skills	2	£ 795	Mon 15 & Tue 16	Thu 15 & Fri 16	Thu 12 & Fri 13	Thu 12 & Fri 13
Creativity and Innovation	1	£ 495	Mon 1	Mon 5	Mon 2	Mon 2
Digital Photography For Business	1	£ 495	Fri 12	Mon 26	Mon 23	Mon 23
Diversity	1	£ 495	Wed 10	Fri 9	Fri 13	Mon 9
Effective Technical Writing	2	£ 795	Thu 18 & Fri 19	Mon 26 & Tue 27	Mon 23 & Tue 24	Mon 30 & Tue 31
Essential Interview Techniques	1	£ 495	Tue 16	Fri 16	Fri 13	Fri 13
Minute Taking	1	£ 495	Mon 1	Wed 7	Wed 4	Fri 6
Negotiating Skills	1	£ 495	Thu 4	Tue 6	Tue 3	Tue 3
Presentation Skills	1	£ 495	Fri 12	Mon 12	Fri 13	Mon 16
Problem Solving and Decision Making	2	£ 795	Wed 10 & Thu 11	Mon 12 & Tue 13	Mon 9 & Tue 10	Mon 9 & Tue 10
Proofreading	1	£ 495	Mon 22	Fri 23	Fri 20	Fri 20
Speed Reading Skills	1	£ 495	Wed 10	Fri 9	Fri 6	Fri 6
Time Management	1	£ 495	Mon 22	Wed 28	Wed 25	Wed 25
Train the Trainer	2	£ 895	Tue 2 & Wed 3	Mon 5 & Tue 6	Mon 2 & Tue 3	Mon 2 & Tue 3
Sales and Marketing Skills						
Effective Marketing Skills	2	£ 795	Tue 16 & Wed 17	Mon 12 & Tue 13	Wed 11 & Thu 12	Tue 17 & Wed 18
Advanced Sales Skills	1	£ 495	Mon 1	Mon 5	Mon 2	Mon 2
Sales Management	2	£ 795	Mon 15 & Tue 16	Thu 15 & Fri 16	Thu 12 & Fri 13	Thu 12 & Fri 13
Essential Sales Skills	2	£ 795	Tue 23 & Wed 24	Thu 29 & Fri 30	Thu 26 & Fri 27	Thu 26 & Fri 27

All Prices exclude VAT. Courses run from 9:30 to 4:30, with the last half hour dedicated to a question and answer session.

The Surrey Technology Centre • 40 Occam Road • Guildford • Surrey GU2 7YG
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E-mail: info@acuitytraining.co.uk Web: www.acuitytraining.co.uk



ACUITY TRAINING LTD

MANAGEMENT AND PROFESSIONAL DEVELOPMENT COURSES

OUR POPULAR COURSES INCLUDE:

Account Manager

To develop the skills needed to: Effectively maintain an account, accurately identify and interpret client needs, develop negotiating, influencing and persuading techniques, ensure trust and an open environment and build up the relationship and communication

Appraisals

To ensure that delegates are aware of the aims of appraisal and performance management. This will enable the delegates to prepare and conduct effective appraisals.

Assertiveness

Assertive skills are life skills which will help you manage challenging situations more effectively at home and in the workplace. It will also alleviate stress-related problems and enhance self-esteem.

Budget Construction and Control

To enable participants to: Understand the purpose and importance of budgeting and cash planning, provide a clear understanding of budget preparation, develop strategies for controlling spend in line with budget forecast and learn how to use budgets as a management tool

Business Planning

For those who are involved in the development of the business through to the formulation of effective business plans.

Minute Taking

This practical one day course takes delegates step-by-step through the process of meeting preparation, active listening and note-taking to the final production of the minutes.

Leadership and Influencing Skills

To increase awareness of individual and personal communication styles in leadership situations.

Presentation Skills

This intensive course tackles the planning and delivery of presentations in a direct and forthright way. The day is built on exercises designed to develop a positive and effective style whilst encouraging a great deal of participation and interaction from the delegates.

Essential Management Skills

This course has been specifically designed for new or existing managers/supervisors who want to ensure they are getting the best results. The goal of this course is to enable you to be a more effective manager by engaging your people and achieving high performance through them.

Negotiating Skills

Designed for delegates who want to develop confidence in tackling negotiations, from one on one to negotiating with a team of buyers. Participants will discover how, by using structured and controlled persuasion, to conduct successful negotiation meetings and achieve a win/win result.

Project Management

To enable those involved in project management to learn and practise the techniques and skills which will contribute to successful achievement of project objectives, (e.g. developing or launching new products, moving premises, installing a new computer system, etc). The course can also be run using the Prince2 methodology techniques

Essential Sales Skills

Learn strategies on how to find and qualify prospects and therefore make more sales. This course has tools, techniques and methods for making sure that you are following sound principles as you qualify prospects and determine where to invest your time maximizing your potential.

Several soft skills courses can be combined with IT courses, for example: Presentation Skills using Microsoft PowerPoint, Introducing Project Management with Microsoft Project



Acuity Training - BlackBerry Alliance and Orange partner

Our partnership with RIM and Orange allows us to offer complete solutions for mobilising your enterprise. We can provide a range of different BlackBerry mobile devices on tariffs that meet your business needs.

This innovative tool will allow your employees to access a multitude of technologies on one integrated handheld device – the BlackBerry.

Implementing BlackBerry within your enterprise has several benefits:

1. Integration

It's called the all-in-one solution for a reason. All BlackBerry device functions - phone, email, SMS, diary and browser - are integrated, so you can forget having to memorise numbers or write down addresses. When you click on a URL, phone number or address within an email, your BlackBerry device will launch the web page, dial the number or begin an email to your contact.

2. Ease of use

The BlackBerry device's sleek, lightweight design allows you to carry it anywhere. Its exceptional battery life lets you do business longer. And its QWERTY keyboard design and trackwheel are familiar and intuitive, so you can send an email or SMS quickly. Straightforward and easy-to-use, BlackBerry makes staying on top of your world simple.

3. "PUSH" Technology

BlackBerry "push" technology ensures your email is automatically delivered to your BlackBerry device. When your inbox receives an email, the message is pushed directly to your handheld. No effort required - your messages are simply received.

4. Resilience

Finally a wireless device that can hold its own. BlackBerry devices are designed to last.

5. More Life

Battery life, that is. With up to 5 hours talk time and 12 days standby time, BlackBerry devices last as long as you do.

Acuity Training will guide and support customers from the start in choosing the ideal device for their needs and also organise the installation and training of the new technology. Support is available at all times from one of our experienced members of staff.



Training is now available for:

- End user
- BlackBerry Enterprise Server (BES) Administration
- BlackBerry MDS Studio v4.1



For further details of our BlackBerry solutions call us on **01483 688488** or email info@acuitytraining.co.uk

Please call to discuss your requirements, we are always happy to help!

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Heard of a BlackBerry but not sure what it is?

Want a BlackBerry but don't know how to get them?

Have a BlackBerry but don't know how to use it?

Need support or training on BlackBerry Enterprise Server?

Intrigued? Give us a call to find out more.

Our location is easy to find with FREE parking.

Further directions can be found on our website
www.acuitytraining.co.uk/location.html
 or simply call us on **01483 688488**

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We guarantee to better any quote based in your area!

Call us for further details!

