



## CPD and Professional Development Upcoming Course Dates

Date	Course	Location	Price
April 2019			
8 April 2019	Effective Business Writing	Dunfermline	£175
23-24 April 2019	Managing and Leading the Team	Dunfermline	£395
May 2019			
8-9 May 2019	Developing Leaders of the Future	Dunfermline	£395
8 May 2019	Finance for Non-Finance Managers	Dunfermline	£175
14-15 May 2019	Train the Trainer	Dunfermline	£395
21 May 2019	Managing the Performance of Staff	Dunfermline	£175
June 2019			
19 June 2019	Budgeting	Dunfermline	£225

The following courses are also available, subject to demand

- Negotiation and Influencing Skills
- Equality and Diversity in the Workplace
- Stress Management
- Successful Selling
- Assertiveness Skills
- Presentation Skills
- Courageous Conversations
- Operational Excellence
- Working Smarter with your Time
- Developing the Strategic Manager
- Customer Service Excellence
- Coaching
- Positive Behaviours and Effective Communication

If you don't see the course you are looking for, please contact us to discuss your requirements, as we can also deliver bespoke courses to meet individual company needs either at our purpose-built training and conferencing venue, [Carnegie Conference Centre](#) or at your own premises.

To book your place, or find out more about our other CPD short courses, please call **0344 248 0153** or email [info@carnegiebusiness.com](mailto:info@carnegiebusiness.com)