

CPD and Professional Development

Delivery may change to virtual classroom depending on current COVID-19 guidelines

| Date | Course | Location* | Price |
|-----------------------|---|--------------|-------|
| January 2021 | | | |
| 26 – 27 January 2021 | Making the Environment Work | *Dunfermline | £395 |
| February 2021 | | | |
| 2 February 2021 | Courageous Conversations | *Dunfermline | £225 |
| 3 February 2021 | Operational Excellence | *Dunfermline | £225 |
| 23 February 2021 | Coaching | *Dunfermline | £225 |
| 23 – 24 February 2021 | Making the Environment Work | *Dunfermline | £395 |
| 24 – 25 February 2021 | Train the Trainer | *Dunfermline | £395 |
| March 2021 | | | |
| 2 March 2021 | Effective Business Writing | *Dunfermline | £225 |
| 3-4 March 2021 | Developing Leaders of the Future | *Dunfermline | £395 |
| 8 March 2021 | Budgeting | *Dunfermline | £225 |
| 10 March 2021 | Presentation Skills | *Dunfermline | £225 |
| 16 March 2021 | Customer Service Excellence | *Dunfermline | £225 |
| 23 March 2021 | Assertiveness | *Dunfermline | £225 |
| 30 – 31 March 2021 | Making the Environment Work | *Dunfermline | £395 |
| April 2021 | | | |
| 14 – 15 April 2021 | Developing the Strategic Manager | *Dunfermline | £395 |
| 20 – 21 April 2021 | Managing and Leading the Team | *Dunfermline | £395 |
| 22 April 2021 | Successful Selling | *Dunfermline | £225 |
| 27 April 2021 | Developing Personal Resilience | *Dunfermline | £225 |
| 27 – 28 April 2021 | Making the Environment Work | *Dunfermline | £395 |
| May 2021 | | | |
| 4 – 5 May 2021 | Train the Trainer | *Dunfermline | £395 |
| 6 May 2021 | Finance for Non-Finance Managers | *Dunfermline | £225 |
| 11 May 2021 | Positive Behaviours & Effective Communication | *Dunfermline | £225 |
| 18 May 2021 | Working Smarter With Your Time | *Dunfermline | £225 |
| 20 May 2021 | Courageous Conversations | *Dunfermline | £225 |
| 25 - 26 May 2021 | Making the Environment Work | *Dunfermline | £395 |
| June 2021 | | | |
| 9 June 2021 | Presentation Skills | *Dunfermline | £225 |
| 29 - 30 June 2021 | Making the Environment Work | *Dunfermline | £395 |

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