

CPD and Professional Development

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

Date	Course	Location*	Price
September 2021			
30 September 2021	Coaching	*Dunfermline	£225
October 2021			
7 October 2021	Developing Personal Resilience	*Dunfermline	£225
13 & 14 October 2021	Train the Trainer	*Dunfermline	£395
27 October 2021	Effective Business Writing	*Dunfermline	£225
28 October 2021	Introduction to Lean *NEW for 2021/22*	*Dunfermline	£295
November 2021			
1 November 2021	Customer Service Excellence	*Dunfermline	£225
11 November 2021	Managing the Performance of Staff	*Dunfermline	£225
15 November 2021	Presentation Skills	*Dunfermline	£225
16 November 2021	Positive Behaviours & Effective Communication	*Dunfermline	£225
16 November 2021	Introduction to Lean *NEW for 2021/22*	*Dunfermline	£295
17 November 2021	Working Smarter with your Time	*Dunfermline	£225
17 November 2021	Successful Selling	*Dunfermline	£225
18 November 2021	Operational Excellence	*Dunfermline	£225
23 November 2021	Budgeting	*Dunfermline	£225
23 November 2021	Root Cause Analysis *NEW for 2021/22*	*Dunfermline	£295
29 November 2021	Courageous Conversations	*Dunfermline	£225
December 2021			
13 & 14 December 2021	Developing the Strategic Manager	*Dunfermline	£395
January 2022			
17 & 18 January 2022	Train the Trainer	*Dunfermline	£395
31 January 2022	Finance for Non-Finance Managers	*Dunfermline	£225
25 & 26 January 2022	Developing Leaders of the Future	*Dunfermline	£395
February 2022			
14 February 2022	Customer Service Excellence	*Dunfermline	£225
21 February 2022	Assertiveness	*Dunfermline	£225
March 2022			
1 March 2022	Effective Business Writing	*Dunfermline	£225
1 & 2 March 2022	Managing and Leading the Team	*Dunfermline	£395
28 March 2022	Presentation Skills	*Dunfermline	£225
April 2022			
4 & 5 April 2022	Developing the Strategic Manager	*Dunfermline	£395
25 April 2022	Positive Behaviours & Effective Communication	*Dunfermline	£225
27 April 2022	Coaching	*Dunfermline	£225
May 2022			
9 May 2022	Working Smarter with your Time	*Dunfermline	£225
16 May 2022	Courageous Conversations	*Dunfermline	£225
18 & 19 May 2022	Developing Leaders of the Future	*Dunfermline	£395
23 May 2022	Developing Personal Resilience	*Dunfermline	£225

30 & 31 May 2022	Train the Trainer	*Dunfermline	£395
June 2022			
7 June 2022	Assertiveness	*Dunfermline	£225
7 June 2022	Introduction to Lean *NEW for 2021/22*	*Dunfermline	£295
8 June 2022	Successful Selling	*Dunfermline	£225
13 June 2022	Budgeting	*Dunfermline	£225
14 June 2022	Root Cause Analysis *NEW for 2021/22*	*Dunfermline	£295
20 June 2022	Managing the Performance of staff	*Dunfermline	£225
27 & 28 June 2022	Managing & Leading the Team	*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