

## Lean and Professional Development (CPD)

Date	Course	Location*	Price
<b>June 2023</b>			
1 June 2023	Root Cause Analysis	Dunfermline	*£295
7 June 2023	Managing Mental Health	Dunfermline	*£225
<b>August 2023</b>			
30 August – 15 December 2023	Lean Improvement Programme	Dunfermline	£2,495
31 August 2023	Effective Business Writing	Dunfermline	£245
<b>September 2023</b>			
5 September 2023	Customer Service Excellence	Dunfermline	£245
11 September 2023	Presentation Skills	Dunfermline	£245
11 September 2023	Positive Behaviours and Effective Communication	Dunfermline	£245
12 – 13 September 2023	Train the Trainer	Dunfermline	£435
14 September 2023	Introduction to Lean	Dunfermline	£325
19 – 20 September 2023	Developing the Strategic Manager	Dunfermline	£435
25 September 2023	Managing the Performance of Staff	Dunfermline	£245
25 – 26 September 2023	Developing Leaders of the Future	Dunfermline	£435
27 – 28 September 2023	Managing and Leading the Team	Dunfermline	£435
<b>October 2023</b>			
2 October 2023	Finance for Non-Finance Managers	Dunfermline	£245
3 October 2023	Developing Personal Resilience	Dunfermline	£245
9 October 2023	Negotiation Skills	Dunfermline	£245
24 October 2023	Working Smarter with your Time	Dunfermline	£245
26 October 2023	Mental Health in the Workplace	Dunfermline	£245
<b>November 2023</b>			
1 November 2023	Introduction to Root Cause Analysis and Problem Solving	Dunfermline	£325
2 November 2023	Mental Health in the Workplace	Dunfermline	£245
14 November 2023	Customer Service Excellence	Dunfermline	£245
21 November 2023	Managing and Supporting Young People in the Workplace	Dunfermline	£245
22 November 2023	Effective Home Working	Dunfermline	£245
<b>December 2023</b>			
5 – 6 December 2023	Managing and Leading the Team	Dunfermline	£435
<b>February 2024</b>			
6 February 2024	Positive Behaviours and Effective Communication	Dunfermline	£245
20 – 21 February 2024	Train the Trainer	Dunfermline	£435
27 February 2024	Presentation Skills	Dunfermline	£245
28 February 2024	Managing the Performance of Staff	Dunfermline	£245
29 February 2024	Customer Service Excellence	Dunfermline	£245
<b>March 2024</b>			
5 March 2024	Effective Business Writing	Dunfermline	£245
6 March 2024	Developing Personal Resilience	Dunfermline	£245
7 March 2024	Introduction to Lean	Dunfermline	£325
12 March 2024	Finance for Non-Finance Managers	Dunfermline	£245
20 – 21 March 2024	Managing and Leading the Team	Dunfermline	£435
26 March 2024	Introduction to Root Cause Analysis and Problem Solving	Dunfermline	£325
<b>April 2024</b>			

16 April 2024	Mental Health in the Workplace	Dunfermline	£245
18 April 2024	Working Smarter with your Time	Dunfermline	£245
23 April 2024	Effective Home Working	Dunfermline	£245
24 – 25 April 2024	Developing the Strategic Manager	Dunfermline	£435
30 April 2024	Mental Health in the Workplace	Dunfermline	£245
May 2024			
1 – 2 May 2024	Developing Leaders of the Future	Dunfermline	£435
28 May 2024	Managing the Performance of Staff	Dunfermline	£245
29 – 30 May 2024	Train the Trainer	Dunfermline	£435
June 2024			
6 June 2024	Positive Behaviours and Effective Communication	Dunfermline	£245

**\*Please Note: New Prices are effective as of August 2023**

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)