

Lean and Professional Development (CPD)

Date	Course	Location*	Price
Aug-23			
18-Aug-23	Courageous Conversations	Dunfermline	£245
25-Aug-23	Equality & Diversity in the Workplace	Dunfermline	£245
30 August – 15 December 2023	Lean Improvement Programme	Dunfermline	£2,495
31-Aug-23	Effective Business Writing	Dunfermline	£245
Sep-23			
05-Sep-23	Customer Service Excellence	Dunfermline	£245
11-Sep-23	Presentation Skills	Dunfermline	£245
11-Sep-23	Positive Behaviours and Effective Communication	Dunfermline	£245
12 – 13 September 2023	Train the Trainer	Dunfermline	£435
14-Sep-23	Introduction to Lean	Dunfermline	£325
19 – 20 September 2023	Developing the Strategic Manager	Dunfermline	£435
25-Sep-23	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
Oct-23			
02-Oct-23	Finance for Non-Finance Managers	Dunfermline	£245
09-Oct-23	Developing Personal Resilience	Dunfermline	£245
09-Oct-23	Negotiation Skills	Dunfermline	£245
24-Oct-23	Working Smarter with your Time	Dunfermline	£245
26-Oct-23	Managing Mental Health	Dunfermline	£245
Nov-23			
01-Nov-23	Introduction to Root Cause Analysis and Problem Solving	Dunfermline	£325
02-Nov-23	Mental Health in the Workplace	Dunfermline	£245
14-Nov-23	Customer Service Excellence	Dunfermline	£245
21-Nov-23	Managing and Supporting Young People in the Workplace	Dunfermline	£245
22-Nov-23	Effective Home Working	Dunfermline	£245
Dec-23			
5 – 6 December 2023	Managing and Leading the Team	Dunfermline	£435
Feb-24			
06-Feb-24	Positive Behaviours and Effective Communication	Dunfermline	£245
20 – 21 February 2024	Train the Trainer	Dunfermline	£435
27-Feb-24	Presentation Skills	Dunfermline	£245

28-Feb-24	Managing the Performance of Staff	Dunfermline	£245
29-Feb-24	Customer Service Excellence	Dunfermline	£245
Mar-24			
05-Mar-24	Effective Business Writing	Dunfermline	£245
06-Mar-24	Developing Personal Resilience	Dunfermline	£245
07-Mar-24	Introduction to Lean	Dunfermline	£325
12-Mar-24	Finance for Non-Finance Managers	Dunfermline	£245
20 – 21 March 2024	Managing and Leading the Team	Dunfermline	£435
26-Mar-24	Introduction to Root Cause Analysis and Problem Solving	Dunfermline	£325
Apr-24			
16-Apr-24	Mental Health in the Workplace	Dunfermline	£245
18-Apr-24	Working Smarter with your Time	Dunfermline	£245
23-Apr-24	Effective Home Working	Dunfermline	£245
24 – 25 April 2024	Developing the Strategic Manager	Dunfermline	£435
30-Apr-24	Mental Health in the Workplace	Dunfermline	£245
May-24			
1 – 2 May 2024	Developing Leaders of the Future	Dunfermline	£435
28-May-24	Managing the Performance of Staff	Dunfermline	£245
29 – 30 May 2024	Train the Trainer	Dunfermline	£435
Jun-24			
06-Jun-24	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