

Professional Development Short Course Dates for 2024/25

| Date | Course | Location | Price (per person) |
|------------------------|--|-------------|---|
| August 2024 | | | |
| 29 August 2024 | New for 2024/25 Managing & Supporting Young People in the Workplace | Dunfermline | £180 Introductory price for August only |
| September 2024 | | | |
| 4 September 2024 | Coaching Conversations | Dunfermline | £245 |
| 9 & 10 September 2024 | Managing & Leading the Team | Dunfermline | £435 |
| 18 & 19 September 2024 | Train the Trainer | Dunfermline | £435 |
| 24 September 2024 | Courageous Conversations | Dunfermline | £245 |
| 26 September 2024 | New for 2024/25 Reflective Practice | Dunfermline | £245 |
| October 2024 | | | |
| 1 October 2024 | Essential Time Management Skills | Dunfermline | £245 |
| 3 October 2024 | Communicating with Emotional Intelligence | Dunfermline | £245 |
| 23 October 2024 | Building Personal Resilience | Dunfermline | £245 |
| November 2024 | | | |
| 7 November 2024 | Customer Service Excellence | Dunfermline | £245 |
| 12 November 2024 | Finance for non-Finance Managers | Dunfermline | £245 |
| 14 November 2024 | Managing Mental Health | Dunfermline | £245 |
| 19 November 2024 | New for 2024/25 Creating a Safe & Healthy Work Environment | Dunfermline | £245 |
| 27 November 2024 | New for 2024/25 Effective Hybrid Working | Dunfermline | £245 |
| December 2024 | | | |
| 10 December 2024 | Mental Health in the Workplace | Dunfermline | £245 |
| January 2025 | | | |
| 29 & 30 January 2025 | Managing & Leading the Team | Dunfermline | £435 |
| February 2025 | | | |
| 4 & 5 February 2025 | Train the Trainer | Dunfermline | £435 |
| 19 February 2025 | New for 2024/25 Reflective Practice | Dunfermline | £245 |
| 25 February 2025 | New for 2024/25 Managing & Supporting Young People in the Workplace | Dunfermline | £245 |
| March 2025 | | | |
| 6 March 2025 | Essential Time Management Skills | Dunfermline | £245 |
| 12 March 2025 | New for 2024/25 Coaching Conversations | Dunfermline | £245 |
| 25 March 2025 | Managing Mental Health | Dunfermline | £245 |
| 27 March 2025 | Finance for non-Finance Managers | Dunfermline | £245 |
| April 2025 | | | |
| 3 April 2025 | Building Personal Resilience | Dunfermline | £245 |
| 24 April 2025 | Customer Service Excellence | Dunfermline | £245 |
| 30 April 2025 | New for 2024/25 Effective Hybrid Working | Dunfermline | £245 |
| May 2025 | | | |
| 1 May 2025 | New for 2024/25 Creating a Safe & Healthy Work Environment | Dunfermline | £245 |

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| 13 May 2025 | Communicating with Emotional Intelligence | Dunfermline | £245 |
| 20 & 21 May 2025 | Managing & Leading the Team | Dunfermline | £435 |
| June 2025 | | | |
| 12 June 2025 | Mental Health in the Workplace | Dunfermline | £245 |
| 18 & 19 June 2025 | Train the Trainer | Dunfermline | £435 |

Coming soon: Critical Thinking Skills; Decision Making; Managing Diverse Teams; Working with Different Generations; Digital Marketing Basics.

The following courses are also available, subject to demand:

- Introduction to Lean
- Introduction to Root Cause Analysis & Problem Solving
- Presentation Skills
- Effective Business Writing
- Developing Leaders of the Future
- Developing the Strategic Manager
- Negotiation Skills
- Equality & Diversity in the Workplace
- Managing the Performance of Staff
- Consultative Selling

If you don't see what 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 IT short courses, please call **0344 248 0153** or email sales@fife.ac.uk