

# Management Course Schedule

2014



Practical Training for Professionals  
[www.ptp.co.uk](http://www.ptp.co.uk)





As well as running courses during 2014 in Management, PTP is also running 100s of courses in Personal Development, Sales, Customer Care and Finance & Planning. Very few dates are ever cancelled as we will run the course with as few as 2 delegates. We limit them to a maximum of 10 delegates ensuring that individual needs are always met. We are proud to say that over 40% of the FTSE100 as well 100s of organisations from the public sector and 100s of SMEs use our training services and we hope that we can support your training plans and help your organisation flourish in 2014.



**Marc Holland PTP** Managing Director

Management	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
<b>Advanced Facilitation Skills (2 day course)</b>	15-01 24-04 09-07 29-09	18-02 19-08	21-05 20-10	23-01 21-07	08-05 06-10	13-03 03-12	27-02 17-11
<b>Advanced Facilitation Skills (1 day course)</b>	17-03 13-06 02-09 19-11	04-02 12-08	16-05 20-10	20-01 14-07	30-04 22-09	06-03 21-08	14-05 10-11
<b>Advanced Listening Skills</b>	26-02 27-05 26-08 07-11	23-04 24-09	13-01 07-07	19-03 04-09	17-06 21-11	12-05 14-10	28-01 11-07
<b>Appraising Performance Effectively</b>	06-02 04-03 13-05 15-08 21-10	17-03 02-09	16-01 13-06 19-11	31-01 25-02 12-08	23-05 24-10	21-02 22-04 22-09	16-01 19-06
<b>Building Excellent Working Relationships</b>	13-03 11-06 05-09 17-11	29-01 28-07	13-05 15-10	14-01 08-07	27-03 18-09	28-02 15-08	15-05 04-11
<b>Building Personal &amp; Professional Confidence</b>	06-01 26-03 25-06 12-09	16-05 23-10	25-02 05-08	07-05 03-10	21-01 17-07	12-06 12-11	12-03 26-08
<b>Coaching and Mentoring</b>	08-01 17-04 02-07 19-09	02-04 13-11	04-03 19-08	14-05 17-10	28-01 31-07	20-06 26-11	10-03 09-09
<b>Coaching Skills</b>	14-01 07-05 17-07 13-11	17-04 07-07 03-11	22-01 15-05 12-09 13-11	05-02 19-05 25-09 15-10	07-01 24-04 17-07 20-10	30-01 19-05 17-09 19-11	14-01 26-03 14-08 04-11
<b>Coaching Skills for Sales Managers</b>	21-02 21-05 21-08 04-11	13-01 07-07	23-04 24-09	17-06 21-11	19-03 29-08	28-01 25-07	24-04 07-10
<b>Communication Skills</b>	19-02 20-03 11-06 02-09 04-11 03-12	07-01 24-02 16-05 03-07 30-09	28-01 22-04 10-06 04-09 10-11	06-02 02-05 19-06 11-09 20-11	09-01 04-03 21-05 10-07 08-10	19-02 08-05 26-06 18-09 26-11	24-01 26-02 10-06 28-10
<b>Creative Problem Solving</b>	20-01 01-05 15-07 02-10	10-06 18-11	10-03 26-08	17-02 22-10	18-02 04-08	02-01 25-06	20-03 12-09
<b>Cutting Costs and Waste in Your Office</b>	20-01 01-05 14-07 01-10	05-03 20-08	06-03 07-11	06-02 30-07	20-05 21-10	25-03 10-09	09-06 02-12
<b>Effective Management of Your Team</b>	17-02 21-05 18-08 22-10	06-01 26-06	21-04 15-09	30-05 12-11	10-03 22-08	21-01 16-07	02-04 03-10
<b>Essential Management Skills (2 day course)</b>	09-01 23-04 08-09 06-11	21-01 01-05 08-09 13-11	13-02 22-05 08-10 04-12	03-02 19-05 29-09 25-11	24-02 22-05 13-10 03-12	07-01 17-04 27-08 22-10	29-01 01-05 18-09 17-11
<b>First Line Manager Skills</b>	18-03 16-06 03-09 20-11	01-05 02-10	20-01 15-07	27-03 12-09	25-06 27-11	06-05 22-10	03-02 14-07
<b>Getting Results</b>	03-01 14-04 26-06 15-09	20-05 03-11	20-02 08-08	07-05 07-10	24-01 21-07	10-06 14-11	26-02 22-10
<b>Influencing Skills</b>	29-01 15-05 08-08 15-10	07-03 03-09	29-056 11-11	03-02 04-08	22-05 22-10	27-03 12-09	08-01 04-06
<b>Introduction to Facilitation Skills</b>	25-02 23-05 26-08 06-11	20-01 14-07	30-04 01-10	24-06 04-12	26-03 02-09	04-02 31-07	02-05 21-10
<b>Introduction to Green Office Management</b>	27-01 12-05 07-08 13-10	20-06 03-12	24-03 09-09	15-05 06-11	04-03 12-08	16-01 03-07	25-03 29-09
<b>Introduction to HR Skills</b>	07-03 12-06 05-09 11-11	21-01 15-07 12-11	24-04 02-10	06-01 25-06	27-03 12-09	17-02 04-08	15-05 22-10
<b>Introduction to Management and Supervisory Skills</b>	14-01 11-02 06-03 15-04 13-05 11-06 16-07 13-08 03-09 07-10 06-11 04-12	21-01 19-03 09-05 10-07 09-09 12-11	25-02 16-04 12-06 19-08 14-10 11-12	04-02 20-03 21-05 22-07 23-09 26-11	08-01 26-02 22-04 15-07 16-09 22-10	29-01 13-03 20-05 02-07 17-09 18-11	15-01 25-03 22-05 12-08 24-09 05-11
<b>Introduction to NLP</b>	21-03 19-06 08-09 25-11	07-05 14-10	22-01 18-07	24-03 17-09	06-01 27-06	07-05 20-10	06-02 24-07
<b>Introduction to Quality Management</b>	24-01 17-04 09-05 09-10	17-06 28-11	18-03 03-09	28-05 03-11	26-02 08-08	10-01 08-07	27-03 24-09



Management (cont)	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
<b>Leadership &amp; Management Skills</b>	13-01 25-02 24-03 07-05 10-06 09-07 16-09 16-10 13-11 11-12	08-01 17-04 01-09 18-11	24-01 14-05 16-09 10-12	29-01 22-05 30-09 01-12	06-02 22-05 10-09 04-12	15-01 29-04 17-07 25-11	21-01 25-03 03-09 02-12
<b>Management by Coaching</b>	21-01 02-05 15-07 02-10	06-03 02-09	28-05 07-11 10-11	07-02 31-07	16-05 10-10	26-03 11-09	12-06 04-12
<b>Management Skills - How to Survive and Thrive</b>	04-02 16-05 14-08 20-10	26-03 11-09	24-06 04-12	06-03 21-08	28-05 10-11	30-04 01-10	20-01 23-06
<b>Managing Appraisals</b>	22-01 06-05 17-07 06-10	17-06 28-11	17-03 02-09	28-05 03-11	25-02 14-08	09-01 07-07	26-03 24-09
<b>Managing Bullying at Work</b>	24-03 20-06 09-09 26-11	13-05 23-10	30-01 29-07	25-04 26-09	15-01 01-07	30-05 05-11	17-02 14-08
<b>Managing Change</b>	07-03 12-06 24-09 11-11	21-01 16-07	02-05 03-10	03-01 26-06	24-03 12-09	18-02 05-08	02-05 22-10
<b>Managing Conflict</b>	26-02 27-05 07-11	27-03 12-09	07-01 25-06	07-03 22-08	29-05 11-11	01-05 02-10	21-01 24-06
<b>Managing Difficult Staffing Situations</b>	04-03 02-09 06-11	29-04 29-09	16-01 10-07	17-03 24-03 09-09	20-06 02-12	14-05 17-10	07-02 09-07
<b>Managing Effective Meetings</b>	27-01 12-05 06-08 13-10	19-03 04-09	17-06 21-11	27-02 14-08	28-05 03-11	23-04 24-09	13-01 16-06
<b>Managing People on Projects</b>	28-01 14-05 07-08 14-10	24-06 11-12	26-03 11-09	28-05 10-11	06-03 13-08	20-01 14-07	26-03 01-10
<b>Managing Remote Teams</b>	05-02 12-05 14-08 21-10	14-03 01-09	12-06 18-11	24-02 11-08	07-05 23-10	23-04 19-09	15-01 11-06
<b>Managing Sickness and Absences</b>	20-01 30-04 14-07 01-10	04-03 19-08	146-01 11-02 05-11	04-02 30-07	16-05 09-10	24-03 09-09	06-06 26-11
<b>Managing the Training Function</b>	24-01 09-05 05-08 09-10	12-06 25-11	14-03 03-09	19-05 05-11	24-02 11-08	08-01 02-07	28-03 19-09
<b>Managing Your Green Policy Effectively</b>	25-02 23-05 03-09 06-11	17-01 11-07	29-04 30-09	23-06 02-12	25-03 02-09	03-02 30-07	01-05 21-10
<b>Maximising Cashflow, Sales &amp; Profitability</b>	06-03 11-06 03-09 10-11	30-04 01-10	20-01 14-07	26-03 11-09	24-06 04-12	16-05 20-10	04-02 17-07
<b>Maximising Performance by Influencing and Persuading</b>	06-03 11-06 04-09 05-12	06-05 23-09	10-01 04-07	18-03 03-09	16-06 20-11	12-05 13-10	27-01 10-07
<b>Motivation Skills</b>	17-04 07-07 24-09	18-02 19-08	20-05 24-10	22-01 18-07	07-05 14-10	12-03 03-11	22-05 14-11
<b>Motivational Management for the Leisure, Tourism &amp; Hospitality Industry</b>	21-03 19-05 01-07 11-11	06-02 08-08	14-05 19-11	25-02 16-09	10-06 16-07	26-02 16-04	18-06 26-11
<b>Motivational Management for the Public Sector</b>	20-03 20-05 30-06 10-11	13-05 18-11	05-02 07-08	24-02 17-09	09-06 17-07	27-02 07-04	17-06 25-11
<b>Networking for Success</b>	28-01 12-05 08-08 14-10	20-03 05-09	18-06 24-11	28-02 15-08	29-05 04-11	13-03 25-09	14-01 17-06
<b>One-To-One and Small Group Training</b>	02-01 26-02 08-05 24-06 08-09 05-11	13-01 23-09 21-11	06-02 12-06	07-02 29-04 18-06 30-09 08-12	08-01 12-05	28-01 10-09 27-11	30-01 04-03 06-05 13-08 21-11
<b>People Management</b>	30-01 24-03 11-06 04-09 05-11 11-12	06-01 07-03 13-05 30-06 01-10	03-02 23-04 11-06 04-09 02-12	05-02 07-05 20-06 10-09 24-11	16-01 10-03 22-05 09-07 09-10	28-02 09-05 24-06 19-09 11-11	30-01 14-03 30-04 14-08 29-10
<b>Performance Management</b>	16-01 01-05 10-07 29-09	03-03 18-08	30-05 04-11	03-02 29-07	15-05 17-10	21-03 08-09	05-06 25-11
<b>Performance Review Skills</b>	12-03 10-06 04-09 14-11	13-03 07-07	24-04 18-09 04-12	09-01 03-07	06-03 01-07 07-11	24-04 11-12	09-05 29-10
<b>Recruiting the Best People</b>	31-01 16-05 12-08 16-10	10-03 26-08	30-05 12-11	04-02 05-08	23-05 23-10	14-04 15-09	09-01 12-06
<b>Re-Energising a Stalled Change Campaign</b>	24-01 09-05 05-08 10-10	13-06 26-11	25-03 10-09	27-05 07-11	05-03 13-08	17-01 04-07	24-03 22-09
<b>Risk Management</b>	21-03 19-06 08-09 25-11	12-05 21-10	28-01 25-07	23-04 24-09	13-01 04-07	28-05 03-11	21-02 14-08
<b>Senior Management Skills</b>	09-01 13-01 03-03 23-04 07-07 24-09	17-02 04-08	07-01 20-02 22-05 22-10	21-01 14-03 15-07	01-05 02-10	20-02 07-03 22-08	22-05 11-11
<b>Strategic Planning</b>	20-01 02-05 16-07 21-10	09-06 19-11	11-03 27-08	23-05 23-10	19-02 05-08	03-04 26-06	17-03 17-09
<b>Stress Management</b>	15-01 12-03 22-05 16-07 14-10 10-12	30-01 23-04 09-06 03-09 24-11	02-01 27-02 14-05 26-06 26-09	04-02 08-05 19-06 17-09 03-12	05-02 01-05 10-06 09-09 26-11	07-01 20-05 10-07 30-09	22-01 20-03 15-05 29-08 05-11
<b>Success in Leadership and Motivation Skills</b>	09-01 18-04 03-07 20-09	17-06 28-11	05-03 26-09	15-05 18-10	29-01 11-09	25-04 16-12	11-03 10-09
<b>Successful International Joint Venture Teamworking</b>	10-01 22-04 04-07 23-09	11-06 17-11	06-03 21-08	16-05 20-10	07-02 25-07	24-06 04-12	12-03 11-09

Management (cont)	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
<b>Successful Interviewing</b>	07-01 17-09 05-11	06-01 08-01 15-04 10-07 06-11	28-01 20-05 30-09 26-11	04-02 19-05 08-10 05-12	07-02 23-05 14-10 10-12	13-01 06-05 16-09 12-11	30-01 23-04 22-09 18-11
<b>Team Building</b>	27-02 28-05 03-11	14-04 15-09	08-01 26-06	10-03 26-08	30-05 12-11	02-05 03-10	20-01 25-06
<b>The Creative Trainer</b>	10-01 16-04 03-07 22-09	04-04 14-11	05-03 20-08	15-05 20-10	06-02 24-07	23-06 02-12	11-03 10-09
<b>The Internal Consultant</b>	24-02 21-05 03-09 05-11	16-01 10-07	29-04 29-09	20-06 26-11	24-03 01-09	31-01 30-07	01-04 10-10
<b>The Practical MBA - Managing by Your Actions (2 day course)</b>	07-01 24-03 01-07 18-09	28-05 10-11	27-02 14-08	12-05 14-10	03-02 22-07	17-06 20-11	05-03 04-09
<b>The Roles and Responsibilities of a Director</b>	21-02 21-05 22-08 04-11	14-01 08-07	24-04 19-05 25-09	18-06 24-11	20-03 29-08	29-01 28-07	22-04 08-10
<b>Time Management</b>	09-01 05-03 13-05 10-07 18-09 07-11	27-01 18-03 27-05 17-07 29-09 25-11	11-02 14-04 19-06 14-08 27-10 16-12	06-02 23-04 10-06 11-09 16-10 01-12	21-02 30-04 20-06 15-07 20-10 10-12	13-01 10-03 22-05 04-07 11-09 24-11	06-02 11-03 07-05 21-08 30-09 08-12
<b>Train the Trainer (2 day course)</b>	22-01 19-03 22-05 08-09 05-11	16-01 12-05 03-11	02-01 30-04 03-07 29-09	06-02 12-06 24-09 04-12	06-01 07-05 07-07 06-10	19-05 09-09 13-11	06-02 12-05 16-09 20-11
<b>Train the Trainer (1 day course)</b>	06-01 04-03 20-05 07-07 30-09 05-12	18-02 08-05 25-06 15-09 27-11	20-01 27-03 28-05 23-10	30-01 24-04 12-06 03-09 05-11	04-02 02-05 17-06 10-09 10-11	08-01 26-02 12-05 02-07 25-09	15-01 25-02 30-04 22-08 09-10
<b>Understanding Discipline and Grievance</b>	15-01 25-04 09-07 26-09	26-02 13-08	27-05 23-10	29-01 24-07	13-05 16-10	18-03 03-09	30-05 20-11
<b>Working Globally Inter-Cultural Communications</b>	04-02 21-05 13-08 20-10	13-03 29-08	11-06 17-11	31-01 08-08	16-05 22-11	23-04 18-09	07-01 10-06

## Venues

We run our courses in 7 main cities but also use other venues on a regular basis.

### SOUTH EAST

Our main London venue is 1 Liverpool Street where the majority of the South East courses run. Additionally we use Basingstoke, Canary Wharf, Dartford, Fareham, Luton & Watford

### EAST MIDLANDS

Our main venue is Leicester but we also use Nottingham and East Midlands Airport

### WEST MIDLANDS

Our main venue is Solihull but we also use Birmingham City Centre

### NORTH EAST

Our main venue is Leeds but we also run courses in Sheffield, Sunderland and Newcastle

### NORTH WEST

In addition to Manchester we run courses in Warrington and Liverpool

### SOUTH WEST

Our main venue is Bristol but we also run courses in Swindon, Exeter and Cardiff

### SCOTLAND

We run the majority of courses in Edinburgh but Glasgow and Aberdeen also have many dates scheduled

To find out exactly where any of the course dates are running, please visit our website [www.ptp.co.uk](http://www.ptp.co.uk) or call **0845 660 3860**



### Additional PTP Venues

Bracknell  
Brentford  
Brentwood  
Camberley  
Cambridge  
Canary Wharf  
Chertsey  
Chester  
Crawley  
Croydon  
East Midlands Airport  
Fleet  
Gatwick  
Guildford  
Harrow  
Heathrow  
High Wycombe  
Leatherhead  
Maidenhead  
Manchester Airport  
Oxford  
Potters Bar  
Reading  
Reigate  
Rickmansworth  
St Albans  
Staines  
Slough

**For further details on any of the options please call 0845 660 3860 or visit [www.ptp.co.uk](http://www.ptp.co.uk)**