

COURSE SCHEDULE 2017

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Edinburgh, Leeds, Manchester & Nottingham

Management

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As well as running courses during 2017 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 2017.



Marc Holland PTP Managing Director

Management	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
Advanced Facilitation Skills (2 day course)	11-01 20-04 05-07 25-09	14-02 15-08	17-05 16-10	19-01 17-07	04-05 02-10	09-03 29-11	23-02 13-11
Advanced Facilitation Skills (1 day course)	13-03 09-06 29-08 15-11	31-01 08-08	12-05 16-10	16-01 10-07	26-04 18-09	02-03 17-08	10-05 06-11
Advanced Listening Skills	22-02 23-05 22-08 03-11	02-03 20-09	09-01 03-07	15-03 31-08	13-06 17-11	19-04 10-10	24-01 07-07
Appraising Performance Effectively	18-01 09-03 19-05 29-08	17-02 11-08	09-05 15-11	12-04 20-10	17-03 18-09	27-01 09-06	02-02 15-06
Building Excellent Working Relationships	09-03 07-06 01-09 13-11	25-01 24-07	09-05 11-10	10-01 04-07	23-03 14-09	24-02 11-08	11-05 31-10
Building Personal & Professional Confidence	04-01 22-03 21-06 08-09	12-05 19-10	21-02 01-08	03-05 29-09	17-01 13-07	08-06 08-11	08-03 22-08
Coaching and Mentoring	04-01 13-04 28-06 15-09	29-03 09-11	28-02 15-08	10-05 13-10	24-01 27-07	16-06 22-11	30-03 05-09
Coaching Skills	10-01 22-03 11-05 13-07 13-09 16-10 02-11 05-12	01-02 03-07 18-10 23-11	20-01 03-05 08-09 31-10	03-01 20-04 10-08 30-10	13-04 13-07 25-10 12-12	18-01 15-05 21-09 09-11	26-01 15-03 11-10 15-11
Coaching Skills for Sales Managers	17-02 17-05 17-08 31-10	09-01 03-07	19-04 20-09	13-06 17-11	15-03 25-08	24-01 21-07	20-04 03-10
Communicating Effectively - Half Day (am)	21-02 19-05 06-10 24-11	09-06 16-11	10-01 20-09	25-04 24-10	16-02 19-09	24-05 12-12	15-03 17-10
Communication Skills	05-01 20-02 14-03 04-05 07-06 06-07 26-09 06-11	15-02 28-04 29-06 31-10	28-02 06-06 14-09 05-12	24-02 17-05 07-09 22-11	22-02 12-05 06-09 16-11	20-01 20-03 15-06 04-10	02-02 18-04 22-06 24-10
Connecting and Communicating - Half Day (am)	08-02 23-05 11-10 30-11	14-06 16-11	12-01 21-09	27-04 27-10	10-02 22-09	25-05 15-12	16-03 20-10
Creative Problem Solving	16-01 27-04 11-07 28-09	06-06 14-11	06-03 22-08	13-02 18-10	14-02 31-07	04-01 21-06	16-03 08-09
Cutting Costs and Waste in Your Office	16-01 27-04 10-07 27-09	22-02 18-08	02-03 03-11	02-02 26-07	16-05 17-10	21-03 06-09	05-06 28-11
Effective Management of Your Team	04-01 06-05 22-06 11-09	22-02 18-08	26-05 18-10	17-05 03-10	19-04 29-09	17-01 17-07	13-02 14-08
Essential Leadership Practices - Half Day (am)	01-02 16-05 04-10 23-11	07-06 09-11	06-01 14-09	20-04 20-10	03-02 15-09	18-05 08-12	09-03 13-10
Essential Management Skills (2 day course)	25-01 20-02 27-04 18-05 14-09 18-10 13-11 30-11	20-02 18-05 09-10 29-11	17-01 26-04 04-09 09-11	05-01 19-04 04-09 02-11	13-04 23-08 19-10 07-12	30-01 27-04 25-09 21-11	09-02 15-05 04-10 24-11
First Line Manager Skills	16-01 02-05 11-07 18-10	10-07 14-12	27-04 28-09	23-03 08-09	24-03 23-08	12-06 16-11	21-04 23-11
Getting Results	03-01 10-04 22-06 11-09	16-05 30-10	16-02 04-08	03-05 03-10	20-01 17-07	06-06 10-11	22-02 18-10
Getting The Balance Right - Half Day (am)	16-05 02-10 21-11	05-06 07-11	04-01 12-09	18-04 18-10	01-02 13-09	17-05 06-12	17-03 11-10
Handling Difficult Conversations Confidently - Half Day (pm)	31-01 15-05 03-10 22-11	06-06 08-11	05-01 13-09	19-04 19-10	02-02 14-09	17-05 07-12	08-03 12-10
Influencing Skills	26-01 19-04 31-05 08-09	25-05 07-11	03-03 30-08	01-02 04-08	30-01 31-07	17-05 11-10	18-05 18-10
Introduction to Facilitation Skills	19-05 22-08 02-11	16-01 10-07	26-04 27-09	20-07 30-11	22-03 29-08	31-01 27-07	28-04 17-10
Introduction to Green Office Management	23-01 08-05 03-08 09-10	16-06 29-11	20-03 05-09	11-05 02-11	28-02 08-08	12-01 29-07	21-03 25-09

Management (cont)	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
Introduction to HR Skills	13-02 11-05 31-07 18-10	20-04 29-09	17-01 11-07	06-01 21-06	08-06 07-11	03-03 01-09	23-03 08-09
Introduction to Management and Supervisory Skills	10-01 07-02 02-03 11-04 09-05 08-06 12-07 09-08 30-08 03-10 02-11 30-11	17-01 15-03 04-05 06-07 05-09 08-11	21-02 12-04 08-06 15-08 10-10 07-12	31-01 16-03 17-05 18-07 19-09 22-11	04-01 22-02 18-04 11-07 12-09 18-10	25-01 09-03 16-05 28-06 13-09 14-11	11-01 21-03 18-05 08-08 20-09 01-11
Introduction to NLP	04-01 20-03 23-06 23-09	15-06 21-11	17-03 04-09	02-02 20-07	18-01 14-07	27-04 10-10	03-05 16-10
Introduction to Quality Management	20-01 13-04 05-05 05-10	13-06 24-11	14-03 30-09	24-05 30-10	22-02 04-08	06-01 04-07	23-03 20-09
Leadership & Management Skills	04-01 20-01 21-03 18-05 13-07 12-09 09-11 28-11	17-01 03-05 06-09 27-11	20-03 05-07 12-10 07-12	22-02 06-06 26-09 06-12	25-01 18-05 12-09 30-11	09-01 13-04 25-08 14-11	11-01 25-04 30-08 21-11
Management by Coaching	17-01 28-04 11-07 28-09	02-03 29-09	24-05 06-11	03-02 27-07	12-05 06-10	22-03 07-09	08-06 22-11
Management Skills - How to Survive and Thrive	31-01 12-05 10-08 16-10	22-03 07-09	20-06 30-11	02-03 17-08	24-05 06-11	26-04 27-09	16-01 19-06
Managing Appraisals	18-01 09-05 04-09 20-10	13-06 24-11	13-03 29-08	24-05 30-10	21-02 10-08	05-01 03-07	22-03 20-09
Managing Bullying at Work	20-03 16-06 05-09 22-11	09-05 19-10	28-04 29-09	04-01 22-06	20-03 08-09	26-05 01-11	20-01 18-10
Managing Change	03-03 08-06 31-08 07-11	17-01 12-07	01-05 02-10	02-01 25-06	23-03 11-09	14-02 01-08	01-05 21-10
Managing Conflict	05-01 23-03 20-06 28-09	20-06 12-12	03-03 08-09	22-02 18-08	17-01 21-06	23-05 03-11	25-05 07-11
Managing Difficult Staffing Situations	12-01 20-03 05-07 25-09	16-06 28-11	13-03 05-09	28-02 29-08	03-02 06-07	25-04 13-10	10-05 02-11
Managing Effective Meetings	23-01 08-05 02-08 09-10	15-03 31-08	13-06 17-11	23-02 10-08	24-05 30-10	19-04 20-09	09-01 12-06
Managing High Performance Teams - Half Day (pm)	31-01 15-05 03-10 24-11	06-06 10-11	05-01 13-09	19-04 19-10	02-02 14-09	17-05 07-12	08-03 12-10
Managing People on Projects	15-02 20-04 03-08 10-10	24-01 10-07	29-03 27-09	15-03 07-09	02-03 09-08	24-05 06-11	20-06 07-12
Managing Productive Meetings - Half Day (am)	31-01 15-05 03-10 24-11	07-06 10-11	05-01 13-09	19-04 19-10	02-02 14-09	17-05 07-12	08-03 12-10
Managing Remote Teams	01-02 08-05 10-08 17-10	10-03 25-08	08-06 14-11	20-02 07-08	03-05 19-10	19-04 15-09	11-01 07-06
Managing Sickness and Absences	16-01 20-03 10-07 27-09	28-02 05-09	02-06 22-11	12-05 01-11	26-04 05-10	31-01 26-07	07-02 15-08
Managing the Training Function	20-01 05-05 01-08 05-10	08-06 21-11	10-03 30-08	15-05 01-11	20-02 07-08	04-01 28-06	23-03 15-09
Managing Your Green Policy Effectively	21-02 19-05 30-08 02-11	13-01 07-07	25-04 26-09	19-06 28-11	21-03 29-08	30-01 26-07	27-04 17-10
Masterclass in Management Skills - Half Day (am)	03-02 19-05 06-10 24-11	09-06 15-11	09-01 19-09	24-04 23-10	06-02 18-09	23-05 11-12	14-03 16-10
Masterclass in Managing Your Time More Effectively - Half Day (pm)	03-02 19-05 06-10 24-11	09-06 15-11	9-01 19-09	24-04 23-10	06-02 18-09	23-05 11-12	14-03 16-10
Masterclass In Solving Problems at Work More Creatively - Half Day (pm)	07-02 19-05 10-10 27-11	13-06 13-11	10-01 18-09	24-04 24-10	07-02 19-09	19-05 12-12	13-03 17-10
Maximising Cashflow, Sales & Profitability	02-03 07-06 30-08 06-11	26-04 27-09	16-01 10-07	22-03 07-09	20-06 30-11	12-05 16-10	31-01 13-07
Maximising Performance by Influencing and Persuading	02-03 07-06 31-08 01-12	02-05 19-09	06-01 30-06	14-03 30-08	12-06 16-11	08-05 09-10	23-01 06-07
Motivation Skills	13-04 03-07 20-09 13-12	14-02 15-08	16-05 20-10	18-01 14-07	03-05 10-10	08-03 30-10	18-05 10-11
Motivational Management for the Leisure, Tourism & Hospitality Industry	17-03 15-05 27-06 07-11	02-02 04-08	10-05 15-11	21-02 12-09	06-06 12-07	22-02 12-04	14-06 22-11
Motivational Management for the Public Sector	16-03 16-05 26-06 06-11	09-05 14-11	01-02 03-08	02-02 13-09	05-06 13-07	23-02 04-04	13-06 21-11
Networking for Success	24-01 08-05 04-08 10-10	16-03 01-09	14-06 20-11	24-02 11-08	25-05 31-10	09-03 21-09	10-01 13-06
One-To-One and Small Group Training	02-02 25-04 19-05 09-08 04-10 01-11 21-11 06-12	26-01 08-05 26-09 16-11	14-03 20-06 25-10 04-12	22-02 14-06 18-10 30-11	07-02 08-06 23-11 17-10	09-01 27-04 04-09 08-11	19-01 04-05 06-09 09-11

Management (cont)	LONDON & SE	EAST MIDLANDS	WEST MIDLANDS	BRISTOL & SW	LEEDS & NE	MANCHESTER & NW	SCOTLAND
People Management	26-01 20-03 07-06 07-08 01-11 07-12	04-01 03-03 09-05 26-06 27-09	30-01 19-04 07-06 31-08 28-11	01-02 03-05 16-06 06-09 20-11	12-01 06-03 18-05 05-07 05-10	24-02 05-05 20-06 15-09 07-11	26-01 10-03 26-04 10-08 25-10
Performance Appraisals Masterclass - Half Day (pm)	09-02 24-05 12-10 01-12	15-06 17-11	11-01 22-09	28-04 31-10	09-02 22-09	26-05 11-12	17-03 18-10
Performance Coaching - Half Day (pm)	01-02 16-05 04-10 23-11	07-06 09-11	06-01 14-09	20-04 20-10	03-02 15-09	18-05 08-12	09-03 13-10
Performance Management	12-01 27-04 06-07 25-09	27-02 14-08	26-05 31-10	20-01 25-07	11-05 13-10	17-03 04-09	01-06 21-11
Performance Management in a Nutshell - Half Day (am)	31-01 15-05 03-10 22-11	06-06 08-11	05-01 13-09	19-04 19-10	02-02 14-09	17-05 07-12	08-03 12-10
Performance Review Skills	05-01 20-04 03-07 03-11	09-03 25-10	29-06 07-12	06-06 30-11	05-05 10-11	02-03 31-08	08-03 14-09
Recruiting the Best People	27-01 12-05 08-08 12-10	06-03 22-08	26-05 08-11	31-01 01-08	19-05 19-10	10-04 11-09	05-01 08-06
Re-Energising a Stalled Change Campaign	20-01 01-08 06-10	09-06 22-11	21-03 06-09	23-05 03-11	01-03 09-08	13-01 30-06	20-03 18-09
Risk Management	17-02 24-05 10-08 30-10	09-01 21-07	08-05 17-10	19-04 20-09	17-03 04-09	15-06 21-11	22-03 30-06
Senior Management Skills	05-01 02-03 03-07 10-10	19-04 22-11	13-02 21-09	02-02 12-09	17-01 11-07	09-03 18-10	05-04 08-11
Strategic Planning	16-01 28-04 12-07 17-10	05-06 15-11	07-03 23-08	19-05 19-10	15-02 01-08	04-01 22-06	13-03 13-09
Stress Busters - Half Day (pm)	30-01 16-05 02-10 21-11	05-06 07-11	04-01 12-09	18-04 18-10	01-02 13-09	21-07 06-12	07-03 11-10
Stress Management	11-01 08-03 10-05 05-06 06-07 05-09 10-10 29-11	23-02 18-05 30-08 22-11	04-01 04-05 22-06 26-09	03-01 27-04 15-06 22-09	19-04 06-06 13-09 06-12	18-01 11-05 12-07 01-11	26-01 16-05 25-08 20-11
Success in Leadership and Motivation Skills	05-01 11-04 29-06 15-09	13-06 24-11	01-03 22-09	11-05 13-10	25-01 07-09	21-04 12-12	07-03 06-09
Successful International Joint Venture Teamworking	06-01 18-04 30-06 19-09	07-06 13-11	02-03 17-08	12-05 16-10	03-02 21-07	20-06 30-11	08-03 07-09
Successful Interviewing	24-01 15-02 19-04 19-05 12-09 04-10 02-11 01-12	09-01 11-04 06-07 01-11	08-02 16-05 26-09 22-11	03-02 15-05 18-09 14-11	26-01 02-05 13-09 08-11	08-03 13-06 10-10 06-12	22-03 21-06 26-10 12-12
Team Building	23-02 24-05 30-10	10-04 11-09	04-01 22-06	06-03 22-08	26-05 08-11	28-04 29-09	16-01 21-06
The Creative Trainer	06-01 12-04 29-06 18-09	30-03 10-11	01-03 16-08	11-05 16-10	02-02 20-07	19-06 28-11	07-03 06-09
The Internal Consultant	20-02 17-05 30-08 01-11	12-01 06-07	25-04 25-09	16-06 22-11	20-03 25-08	27-01 26-07	28-03 06-10
The Practical MBA - Managing by Your Actions (2 day course)	03-01 20-03 27-06 14-09	24-05 06-11	23-02 10-08	08-05 10-10	30-01 18-07	13-06 16-11	01-03 31-08
The Roles and Responsibilities of a Director	10-01 18-04 04-07 21-09	16-03 25-08	14-06 20-11	17-05 31-10	15-05 04-10	25-01 24-07	17-02 18-08
Time Management	10-01 17-02 19-04 18-05 15-06 11-07 07-09 12-10 01-11 20-11 04-12 14-12	05-01 15-03 24-05 05-07 26-09 11-11	07-02 09-05 06-07 26-09 09-11 07-12	02-02 03-05 04-07 26-09 08-11 06-12	25-01 26-04 28-06 14-09 01-11 04-12	11-01 19-05 01-07 08-09 21-11	09-02 18-04 21-06 17-08 25-10 27-11
Train the Trainer (2 day course)	18-01 02-02 14-03 12-04 25-09 11-10	08-06 04-09 20-09 05-12	02-01 05-04 08-05 30-11	15-03 30-10 01-11 16-11	25-01 02-10 17-10 09-11	02-02 26-04 15-05 05-09	03-05 18-05 03-07 12-09
Train the Trainer (1 day course)	04-01 31-01 23-03 08-05 21-06 06-11	05-05 22-06 12-09 24-11	26-01 04-05 18-08 01-11	16-01 28-04 03-07 19-10	11-01 20-04 28-06 05-10	06-01 24-02 09-05 29-06 22-09	22-02 24-05 11-09 01-12
Understanding Discipline and Grievance	11-01 21-04 05-07 22-09	22-02 09-08	23-05 19-10	25-01 20-07	09-05 12-10	14-03 30-08	26-05 16-11
Working Globally Inter-Cultural Communications	31-01 17-05 09-08 16-10	09-03 25-08	07-06 13-11	27-01 04-08	12-05 18-10	19-04 14-09	04-01 06-06

For further details on any of the options please call 0845 660 3860 or visit www.ptp.co.uk