

# Workforce Development - Popular Course list 2009/10

Courses for Employers/ Public	COURSE LENGTH	PRICE	September 2009	October 2009	November 2009	December 2009	January 2010	February 2010	March 2010	April 2010	May 2010	June 2010	July 2010	August 2010
17 <sup>th</sup> Edition	8 Weeks	£450		12th			13th/ 20th/ 27th	3rd/ 10th/ 17th /24th	3rd		19th & 26th	2nd/ 9th/ 16th/ 23rd & 30th	7th	
Access Introduction/Advanced	1/2 Day	£130/ £250			4th & 5th		19th & 20th		2nd & 3rd		17th & 18th		20th & 21st	
C&G 2391	8 Weeks	£560		20th					24th/ 31st	7th/ 14th/ 21st/ 28th	5th & 12th			
CIEH Level 2 Food Safety	1 Day	£55	4th		27th		29th		9th		11th		2nd	
CIEH Level 3 Food Safety	3 Days	£300	18th & 25th	2nd					12th/ 19th/ 26th					
Communication Skills	1 Day	£150		28th			15th					10th		
Dental Nurses Certificate (NEBDN)	TBC	£645 yr 1, £760 yr 2.		14th										
ECDL Level 1	Upto 10 Weeks (3 hrs per week)	TBC		5th										
ECDL Level 2	Upto 35 Weeks (3 hrs per week)	TBC		5th										
ECDL Advanced Word Processing	Upto 16 Weeks (3 hrs per week)	TBC		13th										
ECDL Advanced Spreadsheets	Upto 16 Weeks (3 hrs per week)	TBC		21st										
ECDL Advanced Database	Upto 16 Weeks (3 hrs per week)	TBC		29th										
Excel Introduction	1 Day	£130		6th		8th		15th		13th		1st		3rd
Excel Intermediate	1 Day	£130		7th		9th		16th		14th		2nd		4th
Excel Advanced	1 Day	£130		8th		10th		17th		15th		3rd		5th
HSE First Aid	1 Day	£80	11th		16th		19th		5th		20th		23rd	
HSE First Aid At Work -	4 Days	£220			10th/ 11th/ 12th & 13th						3rd/ 4th/ 5th & 6th			
Health & Safety at the Workplace	1 Day	£55		9th		2nd		2nd		21st		22nd		10th
Manual Handling	1 Day	£90				11th			16th		21st			
IOSH Managing Safely	4 Days	£550		16th/ 23rd & 30th	6th			5th/ 12th/ 19th & 26th				4th/ 11th/ 18th & 25th		
Making Teams Work	1 Day	£150			3rd					29th				
Management Techniques	2 Days	£295		21st & 22nd			12th & 13th				12th & 13th			
Nebosh Construction	TBC	£1,500		15th										
Nebosh General	TBC	£1,200		15th										
Powerpoint Introduction/Advanced	1/2 Day	£130/ £250		29th & 30th						19th & 20th				
Presentation Skills	1 Day	£150		20th						27th				
Professional Receptionist Skills	1 Day	£100	28th		13th		21st		18th			8th		
Risk Assessment Principles & Practice	1 Day	£100			20th						28th			
Supervisor Skills	1 Day	£150					22nd					15th		
Word 2007 Introduction	1 Day	£130		13th	24th		26th		10th		25th		5th	
Word 2007 Intermediate	1 Day	£130		14th	25th		27th		11th		26th		6th	
Word 2007 Advanced	1 Day	£130		15th	26th		28th		12th		27th		7th	
WSET Intermediate Certificate in Wines & Spirits	1 Eve per week (for 7 weeks)	£325		6th /13th /20th & 27th	3rd/ 10th & 17th						4th/ 11th/ 18th & 25th	1st/ 8th & 15th		
WSET Advanced Certificate in Wines & Spirits	1 Eve per week (for 9 weeks)	£425					12th/ 19th/ 26th	2nd/ 9th/ 16th & 23rd	2nd & 9th					
Time Management	1 Day	£150		27th		1st		3rd		28th				