

Schedule of Courses 2012

Personal & Professional Development

Carnegie
ENTERPRISE
Business Training
& Development

May

Thurs/Fri	3&4-May-12	Developing the Strategic Manager
Tuesday	08-May-12	Assertiveness Skills
Wednesday	16-May-12	Project Management Lunch & Learn
Friday	25-May-12	Exceeding the Needs of your Customer
Friday	25-May-12	PAT Testing

June

Friday	01-Jun-12	Report Writing
Tuesday	19-Jun-12	Making Effective Presentations
Thursday	21-Jun-12	Telephone & Reception Skills
Tuesday	26-Jun-12	Handling Meetings with Style
Thurs/Fri	28&29-Jun-12	Developing Leaders of the Future
Friday	29-Jun-12	PAT Testing

July

Tuesday	03-Jul-12	Time Management
Friday	06-Jul-12	The Art of Influencing & Positive Communication
Monday	09-Jul-12	Effective Minute Taking
Monday	09-Jul-12	Emotional Intelligence
Tuesday	17-Jul-12	Negotiation Skills
Mon/Fri/Mon	23,27,30-Jul-12	Train the Trainer

Carnegie Enterprise
Carnegie Conference Centre
Halbeath Road
Dunfermline
Fife KY11 8DY Tel: 0844 248 0117

[e:info@carnegieenterprise.com](mailto:info@carnegieenterprise.com) www.carnegieenterprise.com

V8.290611