

Commercial Offer 2019 – 2020

 Contact – 030 300 39777 – employertraining@sussexdowns.ac.uk

Courses	Price	Duration	Venues							EB	NH	LWS	TBC		
IT Skills - MS 2016	Price	Duration	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	
Appraisal Training	£150	1 day				21					9				
Assertiveness Skills	£150	1 day			14					10					
Customer Service	£150	1 day				8						8			
Improving Performance of Work Team	£150	1 day					10						3		
Introduction to Management and Leadership	£150	1 day						17						21	
Introduction to Project Management	£150	1 day			15						21				
Managing Conduct and Capability Issues	£150	1 day							14					23	
Manging Remote Teams	£150	1 day					17						15		
Minute Taking	£150	1 day				7						26			
Recruitment & Interview Skills	£150	1 day						30					16		
IT Skills - MS 2016	Price	Duration	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	
MS Excel Introduction	£150	1 day			2		4		25		2		4		
MS Excel Intermediate	£150	1 day		5		1		7		3		5		2	
MS Excel Advanced	£150	1 day			18				26				18		
MS PowerPoint Workshop	£150	1 day						10					19		
MS Project Fundamentals	£150	1 day				12						14			
MS Publisher Introduction	£150	1 day		20					28						
Using MS Outlook 2016	£150	1 day			17						23				
MS Word Introduction	£150	1 day				21				6			26		
MS Word Intermediate	£150	1 day			25			31			24			10	
MS Word Advanced	£150	1 day				22						26			
Health, Safety & Welfare	Price	Duration	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	
QA Emergency First Aid at Work - Simon E	£85	1 day		20		7		24		6		1 - E			
QA Emergency First Aid at Work - Mark / Nina	£85	1 day			11		13		9		22		17		
QA First Aid At Work - Simon E	£220	3 day			4 11 18						3 17 24				
QA First Aid at Work - Mark	£220	3 day						15 22 29						1 8 15	
QA L2 Award in Food Safety - Simon G	£85	1 day		17			10 - N		11			12		7	
QA L3 Supervising Food Safety - Simon G	£335	3 day				5 12 19					21 28	5			
BIAB Personal Licence Course	£150	1 day		10			3			3			9		
QA Level 2 Award in Principles of Risk Assessment	£150	1 day				12					20				
QA Level 2 Award in Health & Safety in the Workplace	£150	1 day			9				7				4		
Fire Safety Awareness - AM	£50	3.5hrs					5					14			
Manual Handling	£99	3hrs						15						3	