



PROFESSIONAL SHORT COURSES

Our business training is designed to help working professionals to develop their skills.

Book online: west-thames.ac.uk

Our training team consists of qualified professionals with experience delivering training to a wide range of businesses across all sectors. They will share their expertise to ensure that you and your staff work together to make your business more effective.

Management short courses

- **Project management.** Learn to use project planning tools and co-ordinate activities. 14 February or 29 March, £145 (full day)
- **Coping with change.** How people react to change, why they resist, and how to turn a negative to a positive. 22 February, £95 (morning)
- **Work smarter, not harder.** Sharpen your focus and increase your impact. 22 February, £95 (afternoon)
- **Handling conflict.** Learn how to ensure that people feel they've been treated with respect. 1 March, £95 (morning)
- **Delegation at work.** Delegation is the key to better management – get it right every time. 1 March, £95 (afternoon)
- **Managing and motivating performance.** Bring out the best in people and motivate and support them. 8 March, £95 (morning)
- **Leading a team.** Different approaches on how to work together effectively. 8 March, £95 (afternoon)
- **Negotiating successfully.** Plan tactics, focus on outcomes and manage concessions. 15 March, £95 (morning)
- **Planning strategically.** Identify opportunities and plan what to prioritise. 15 March, £95 (afternoon)
- **Effective influencing skills.** Express ideas clearly to influence and persuade others. 22 March, £145 (full day)
- **Coaching at work.** Improve motivation, raise skill levels and build trust. 5 April, £145 (full day)
- **Effective communication.** What to say, how to say it, and how to listen to the response. 11 April, £95 (morning)
- **Assertiveness.** Develop greater confidence and control. 11 April, £95 (afternoon)

Other courses

- **Microsoft Excel.** Half day courses – basic, intermediate and advanced. £85 (visit our website for dates)
- **Emergency first aid.** Trains a nominated person to take charge in the event of illness or accident. 8 February or 5 April, £95 (full day)
- **First aid at work.** Covers full HSE regulations and leads to an HSE approved certificate valid for 3 years. 4 March, £300 (3 days)

Conference hire

Professional short courses are held in Spring Grove House, a spacious Grade II building on the campus of West Thames College in Isleworth.

Rooms are also available to hire for business meetings, training or conferences.

To find out more please visit our website, email conferencehire@west-thames.ac.uk or phone 020 8326 2268.

