

# Personal Development **CLASSROOM** OR **VIRTUAL** (delivered remotely) Timetable 2020/2021 at Pitman Training Aberdeen

Classroom or Virtual based training delivered with one of our tutors, running throughout 2020/2021 at our training centre in Aberdeen or Virtual. All of these courses can also be delivered as closed group events and arranged for mutually convenient dates either at client's premises, our Aberdeen training centre or virtually.

Course Title	Nov 20	Dec 20	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Assertiveness</b> (1 day)	27			19		23			30		17		26	
<b>Better Business Writing</b> (1 day)		4		12			21		30			8		3
<b>Communication Skills</b> (1 day)		4			12			18			3			3
<b>Conflict Management</b> (1 day)			29		19			4				29		
<b>Meetings &amp; Minutes</b> (1 day)	13			12		23		18			3		12	
<b>Presentation Skills</b> (1 day)		4			19		21				17	8		3
<b>Professional Receptionist</b> (1 day)	27			19		23			30		17		26	
<b>Report Writing</b> (1 day)			29		12			4			3	29		
<b>Telephone Techniques</b> (1 day)		4			19		21					8		3
<b>Time Management</b> (1 day)	13			12		23		18			3		12	
<b>Train the Trainer</b> (3 days)						5,6,7			26,27,28			18,19,20		

## Pitman Training Aberdeen

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