

Personal Development Timetable 2021: Classroom training delivered face to face in Glasgow and Edinburgh centres or through our virtual classrooms. Contact Helen McCanney to book your place: helen.mccanney@pitman-training.net

RED = GLASGOW BLACK = EDINBURGH GREEN = VIRTUAL CLASSROOM	Jan 2021	Jan Virtual	Feb 2021	Feb Virtual	Mar 2021	Mar Virtual	Apr 2021	Apr Virtual	May 2021	May Virtual	Jun 2021	Jun Virtual
Assertiveness	13			3/4			1			25/26		
NEW Becoming more effective as a team						24				11		
Better Business Writing			16					13/14				
Communication Skills		21/22			15						1	
Executive PA	27/28				1/2				11/12		8/9	
NEW How to Manage a Successful Team Remotely				11								16
NEW Identifying and Managing Stress		29						20				
Influencing Skills				9/10						5/6		
Leadership Skills						22/23						
Management Skills		21/22										15/16
Meetings & Minutes	12		18			3/4	6			25/26		
Presentation Skills				9/10/11							16/17	
NEW Preparing for a Job Interview		28				23				12		
Professional Receptionist			17				8					
Project Management Principles	14/15				9/10				18/19			
Report Writing		19/20					7					
Speedwriting					18				13			
Supervisory Skills	19/20				2/3					4/5/6/7		
Telephone Techniques	20				4				25			
Time Management	29					11/12			20		7	
Train the Trainer	26/27/28					22/23/24/25/26					28/29/30	

RED = GLASGOW BLACK = EDINBURGH GREEN = VIRTUAL CLASSROOM	Jul 2021	Jul Virtual	Aug 2021	Aug Virtual	Sep 2021	Sep Virtual	Oct 2021	Oct Virtual	Nov 2021	Nov Virtual	Dec 2021	Dec Virtual
Assertiveness				3/4			5			17/18		
NEW Becoming More Effective as a Team		26						19				
Better Business Writing			5					6/7			14	
Communication Skills				3/4			4				9	
Executive PA					28/29				2/3			
NEW How to Manage a Successful Team Remotely						14						14
NEW Identifying & Managing Stress		30						29				7
Influencing Skills				5/6						16/17		
Leadership Skills						14/15						
Management Skills										16/17		
Meetings & Minutes	20		31			7/8	12		4			8/9
Presentation Skills				3/4/5					9/10			
NEW Preparing for a Job Interview		19						22				1
Project Management Principles	13/14				13/14				10/11			
Professional Receptionist				3/4			13					
Report Writing	15					15/16				17/18		
Speedwriting	21				9				16			
Supervisory Skills			11/12					26/27/28/29			7/8	
Telephone Techniques	22				14				17			
Time Management						15/16					15	
Train the Trainer			24/25/26					25/26/27/28/29			1/2/3	