

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
Assertiveness (1 day)	27			19		23			30		17		26	
Better Business Writing (1 day)		4		12			21		30			8		3
Communication Skills (1 day)		4			12			18			3			3
Conflict Management (1 day)			29		19			4				29		
Meetings & Minutes (1 day)	13			12		23		18			3		12	
Presentation Skills (1 day)		4			19		21				17	8		3
Professional Receptionist (1 day)	27			19		23			30		17		26	
Report Writing (1 day)			29		12			4			3	29		
Telephone Techniques (1 day)		4			19		21					8		3
Time Management (1 day)	13			12		23		18			3		12	
Train the Trainer (3 days)						5,6,7			26,27,28			18,19,20		

Pitman Training Aberdeen

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Personal Development Timetable 2022 at Pitman Training Aberdeen

Classroom training: delivered face to face with a tutor in our Aberdeen training centre, running throughout 2022.

Course Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assertiveness	21		04		06		01		02		04	
Better Business Writing		11		01		10		05		07		02
Communication Skills			25		13		08		09		18	
Conflict Management		25		08		17		19		28		02
Meetings & Minutes			04		06		29		16		11	
Presentation Skills	21		18			24				07		
Professional Receptionist		18		22		17		05		14		
Report Writing			25		13		01		23			02
Telephone Techniques		25		01		10		12		28		
Time Management	21		18		06		08		02		25	

All of the above, along with the following courses, can be delivered as closed group events and arranged for mutually convenient dates, either face to face at the client's premises or at our Aberdeen training centre, or virtually using Microsoft Teams/Zoom.

- ◆ Supervisory Skills
- ◆ Negotiation Skills
- ◆ Executive PA
- ◆ Coping Under Pressure
- ◆ Coaching and Mentoring my Team as a Manager
- ◆ Dealing with Difficult Behaviour at Work
- ◆ Managing Teams for Performance