

Workshops for January, February, March, April 2012

January 2012

Anger Management	12 th January 2012
Appraisal/PDR Skills	17 th January 2012
Communication Skills at Work	19 th January 2012
Effective Team Working	24 th January 2012
Effective Supervisory Skills	31 st January 2012

February 2012

Managing Conflict in the Workplace	2 nd February 2012
Recruiting Right First Time	3 rd February 2012
Keeping on the Right Side of Employment Law	7 th February 2012
Data Protection	9 th February 2012
Valuing Equality and Diversity	22 nd February 2012
Anger Management	23 rd February 2012
Effective Supervisory Skills	24 th February 2012
Effective Team Working	28 th February 2012

March 2012

Stress Under Control	1 st March 2012
Appraisal/PDR Skills	6 th March 2012
Keeping on the Right Side of Health and Safety	7 th March 2012
Data Protection	8 th March 2012
Maximising your Leadership Style	13 th March 2012
Managing Conflict in the Workplace	20 th March 2012
Successful Meeting Skills	22 nd March 2012
Effective Team Working	23 rd March 2012
Valuing Equality and Diversity	27 th March 2012

April 2012

Keeping on the Right Side of Employment Law	19 th April 2012
Communication Skills at Work	25 th April 2012
Stress Under Control	26 th April 2012