

2010 TRAINING CALENDAR

Management			Generic		
January 2010	February 2010	March 2010	January 2010	February 2010	March 2010
Wednesday 13th Management Series: Stress Management 10am–4pm	Wednesday 3rd Management Series: Conducting Appraisals 10am–4pm	Tuesday 2nd Management Series: Interviewing Techniques 10am–4pm	Tuesday 5th Fire Marshall 10am–4pm	10th, 11th and 12th First Aid at Work (3 days) 10am–4pm	Tuesday 9th Manual Handling Awareness 1pm–4pm
Wednesday 20th Management Series: Managing Budget 10am–4pm	Tuesday 9th Management Series: Dealing with Difficult People 10am–4pm	Wednesday 10th Management Series: Effective Team Leading 10am–4pm	Friday 15th Manual Handling 1pm–4pm	Tuesday 16th CIEH Level 2 Award in Food Safety **NEW** 10am–4pm	15th, 16th, 22nd and 23rd Preparing to Teach in the Lifelong Learning Sector (PTLLS)
Wednesday 27th Management Series: Effective Team Leading 10am–4pm	Thursday 18th Management Series: *NEW* Performance Management 10am–4pm	Thursday 25th Management Series: Dealing with Difficult People 10am–4pm	Thursday 28th A1 Assessor Award Induction Day 10am–4pm	Friday 19th V1 Verifier Award Induction Day 10am–4pm	Tuesday 23rd A1 Assessor Award Induction Day 10am–4pm
	Tuesday 23rd Management Series: Time Management 10am– 4pm	Wednesday 31st Management Series: Conducting Appraisals 10am–4pm		Thursday 25th Fire Marshall 10am–4pm	Friday 26th Emergency First Aider in the Workplace 10am–4pm

Care		
January 2010	February 2010	March 2010
Tuesday 12th Introduction to Mental Illness 1pm–4pm	Tuesday 2nd Fire Safety for the Carer 1pm–4pm	Wednesday 3rd Safe Handling of Medication Awareness 1pm–4pm
Thursday 14th Moving and Handling 1pm–4pm	Thursday 4th Safeguarding Children–Child Protection 10am–4pm	Thursday 11th Nutrition Awareness 1pm - 4pm
Tuesday 19th Nutrition Awareness 1pm–4pm	Wednesday 17th Care Planning 1pm–4pm	Thursday 18th BTEC Customer Care for Carers 10am–4pm
Thursday 21st BTEC Customer Care for Carers 10am–4pm	Wednesday 24th **NEW** Promoting Continence 1pm- 4pm	Tuesday 30th Safeguarding Children–Child Protection 10am–4pm
Friday 22nd Risk Assessment Awareness 1pm–4pm	<div style="border: 2px solid blue; padding: 10px; text-align: center;"> <p>If you would like more information then please contact: Rachel Kennedy on 01663 763600 or email Rachel.k@essential-ltd.co.uk. Alternatively visit our website www.essentiallearningcompany.co.uk</p> </div>	
Tuesday 26th Abuse Awareness 1pm–4pm		
Thursday 28th End of Life Awareness 1pm–4pm		