

Open Course Schedule – 2012

To October 2012



<i>Development Courses</i>	<i>Dates</i>
Developing Personal Presence <i>6 days - 3 modules of 2 days</i>	<ul style="list-style-type: none">• P1440 - February 23-24, March 15-16, April 17-18• P1441 - April 3-4, April 24-25, May 24-25• P1503 - May 29-30, June 19-20, July 17-18• P1504 - October 2-3, October 24-25, November 8-9
Influencing with Integrity <i>2 days</i>	<ul style="list-style-type: none">• P1443 - March 29-30• P1505 - May 22-23• P1506 - October 9-10
Increasing Your Personal Impact <i>1 day</i>	<ul style="list-style-type: none">• P1445 - February 8• P1446 - March 22• P1447 - April 26• P1448 - May 18• P1507 - June 21• P1508 - August 16• P1509 - September 6• P1510 - October 4
<i>Skills Courses</i>	
Management Skills Inspiring & Motivating People <i>2 days</i>	<ul style="list-style-type: none">• P1449 - February 21-22• P1450 - May 1-2• P1511 - July 24-25
Gaining Buy-in Selling Ideas <i>2 days</i>	<ul style="list-style-type: none">• P1451 - February 29-March 1• P1452 - April 19-20• P1512 - June 28-29• P1513 - September 11-12
Presentation Skills <i>1 day</i>	<ul style="list-style-type: none">• P1455 - March 7• P1456 - May 4• P1514 - June 22• P1515 - August 17• P1516 - October 5
<i>Effectiveness Workshops - half-day each</i>	
Time Management & Organisation	<ul style="list-style-type: none">• P1457 - March 28 – am• P1517 - July 19 – am
Business Writing Skills	<ul style="list-style-type: none">• P1458 - March 28 – pm• P1518 - July 19 – pm

Extra courses may be added – the latest schedule is always available on the website – at www.joouston.co.uk

...and we do much more

- **Mentoring** – one-to-one sessions on career management and development issues
- **Coaching** – individual skill development and support for specific tasks such as public speaking
- **Bespoke** training programmes - run in-house or in our London offices – tailored to your exact requirements

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Career and management development consultants

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