

# kenttrainers

*Expand your horizons - personal & business training*

## Top Tips

December 2008 edition

### Welcome to our End of Year Top Tips

*In our December top tips we take a look at the six fantastic venues we'll be using in 2009. ... and it's Christmas soon, so we're offering some festive tips!*

#### **Kent Trainers Spring Brochure**

*Our new brochure will be hitting your desk early in the new year.*

*Look out for it; you can't miss it.*

*It will be even more brightly coloured than the last one.*

*More important, it will contain:*

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*Over 200 open course dates for 2009*

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*With some new course titles*

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*In our six fabulous venues*

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*Including Buxted Park near Uckfield in Sussex*

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*AND as very Special New Year Offer*

*An extra 10% off your usual open course rate  
for any courses booked by the end of January*

*Standard price will be £275,  
Silver Member price will be £248  
Gold Member price will be £234*

*If you want to make your New Year easy and  
get your bookings made before the break,*

*just call our office on 01892 836110 and  
ask for our special New Year prices today.*

*If you have had this newsletter forwarded by a colleague and want your own copy  
of our brochure, just drop us a line to [subscribe@kenttrainers.co.uk](mailto:subscribe@kenttrainers.co.uk) or call Kate &  
Richard in our office, on 01892 836110.*

### ***Welcome to all our new Sussex readers.***

*From January 2009, Kent Trainers courses will be available in Sussex, at our  
splendid new venue, the Buxted Park Hotel, near Uckfield.*

*This is a response to demand: many Sussex businesses have been sending  
people to our Kent-based courses and some have asked us if we can offer  
courses nearer to home.*

*So if you are in Sussex and don't always want to travel to Tunbridge Wells, or  
further, Kent Trainers will be offering some of our most popular courses, with  
many courses not available from other providers in Sussex.*

*If you know a business acquaintance in Sussex who would enjoy our tips and  
newsletters, please do forward this to them.*

*If you have had this newsletter forwarded by a colleague and want to  
subscribe, just drop us a line to [subscribe@kenttrainers.co.uk](mailto:subscribe@kenttrainers.co.uk) or call Kate &  
Richard in our office, on 01892 836110.*

**Venue 1: Our newest venue is Buxted Park.** From January 2009, Kent Trainers courses will be available in Sussex, at our splendid new venue, the Buxted Park Hotel, near Uckfield. Many Sussex businesses have been sending people to our Kent-based courses and some of you have asked us if we can offer courses nearer to home. So if Uckfield in East Sussex is convenient for you, Kent Trainers will be offering some of our most popular courses there, with many courses not available from other providers in Sussex.

If you know a business acquaintance in Sussex who would enjoy our tips and newsletters, please do forward this to them; they can drop us a line to [subscribe@kenttrainers.co.uk](mailto:subscribe@kenttrainers.co.uk) or call Kate & Richard in our office, on 01892 836110.

Two courses running from Buxted Park in the New Year are:

[Business Writing Skills](#), on 28 January

[Supervisory Management](#), on 29 January

**Venue 2: Our longest-serving venue is the wonderful Chilston Park, in Lenham** (between Maidstone and Ashford). Chilston Park offers real country house charm and, with new lunch menus on their way, we are confident that this will remain one of your favourite venues in 2009.

Two courses running from Chilston Park in the New Year are:

[Team Leadership](#) on 14 January

[Sales Essentials](#) on 16 January

**Venue 3: Our most confusing venue is ITAP, near Ashford.** ITAP is our specialised IT training venue - one of two places where we can train a group of people in a wide range of

office IT applications - the Microsoft Office suite and, subject to demand, other packages. Why the most confusing? Because the Council recently changed the name of the road on which you approach the centre. Be sure to use our updated venue location guide when you come.

Kate will always send you a current venue location guide in good time before each course. If you find it in anyway confusing let us know. We work hard to keep them up to date and to improve them when we can.

Two courses running from ITAP in the New Year are:

[Word for Advanced users](#) on 13 January

[Excel for Beginners](#) on 12 February

**Venue 4: Our oldest venue is Boys Hall, in Ashford.** Built in 1616, visiting Boys Hall is like stepping back into history. Yet the facilities are bang up to date with everything we need to make your learning a pleasure.

Two courses running at Boys Hall in the New Year are:

[Management Essentials](#) on 14 January

[Managing Yourself](#) on 23 January

**Venue 5: Our most flexible venue is Salomons, near Tunbridge Wells.** We run both management and personal skills training from the main training rooms here and IT training from their dedicated IT suite. This venue has everything and it is magnificent too!

Two courses running at Salomons in the New Year are:

[PowerPoint for Beginners](#) on 12 January - in the IT suite

[Time Management](#) on 21 January

**Venue 6: Our most surprising venue is the Brands Hatch Place Hotel and Spa.** This is a wonderful Georgian gem. Surprising because the lush grounds that surround it seem a million miles away from the nearby M20 and M25. Also surprising if you accidentally go to the nearby, similarly named Brands Hatch Hotel. Our venue, like all our venues, is a characterful period building. In fact, it is a mansion.

Two courses running at Brands Hatch Place in the New Year are:

[Financial Planning and Budgeting](#) on 14 January

[Basic Psychology for Business](#) on 21-22 January

**Venue 7: Where will our next venue be?** We don't know. But we can promise you this: we will only use venues that meet our strict criteria. They must offer great service, all the facilities our trainers need to make your learning effective, and an environment that you will enjoy. We only choose special places as venues for our training. So don't expect a high-tech box room without character, or a building that looks like another one you visited a hundred miles away.

### *Festive Tips:*

**If you're entertaining over the holiday period ...**

#### **1. Simplify**

The fun is being with family and friends, so plan menus that you can prepare in advance and leave to cook quietly, with the minimum of checking up. Then get on with the important stuff of enjoying the company.

## 2. Perfect

If you could have a formula for perfection, wouldn't life be great? You can. They're called recipes. If you want to aim for perfection, consult recipes from real experts. Our favourite is roast potatoes. Use Maris Piper spuds. Boil in salted water until fully cooked, drain and shake to dry them and roughen the edges, then roast in hot olive oil, among cloves of garlic. Yum

## 3. De-stress

This is one of the most stressful times of the year. Carve out some time for yourself alone, and practice the ancient art of self indulgence. Enjoy it whole-heartedly and without guilt. And if you come back to work with residual stress, or if you are a manager who needs to understand how to manage stress in yourself and your staff, then book yourself onto [Managing Stress in the Workplace](#): 20 Feb at Chilston Park or 25 September at Brands Hatch Place - two venues where stress can just melt away.

*Find out more about our full training programme at [www.kenttrainers.co.uk](http://www.kenttrainers.co.uk), or call our office on 01892 836110. We are proud of our new website and hope it offers you the information you need to make your training investment decisions. We would be pleased to hear what you think!*

### Have you missed one of our newsletters or tip-sheets?

*Don't worry*

All of our Newsletters and Tip sheets are now on our website.

[Click here to see them all](#)

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The material available in this newsletter is designed to provide general information only. Whilst every effort has been made to ensure that the information provided is accurate, it does not constitute legal or other professional advice. Legal advice should be taken in all matters regarding employment law.

**Please do not reply directly to this newsletter** as there will be a long delay in us receiving your message. If you would like to contact us please send a message to [info@kenttrainers.co.uk](mailto:info@kenttrainers.co.uk).

Who else would like our newsletters? Please forward this to them, or send their email address to [subscribe@kenttrainers.co.uk](mailto:subscribe@kenttrainers.co.uk)

If you no longer wish to receive this newsletter, please email us **with the email address you want to remove** from our system at [unsubscribe@kenttrainers.co.uk](mailto:unsubscribe@kenttrainers.co.uk) quoting the reference **6/325**.