

kenttrainers

The Jumping Boy's Top Tips for July

I'm sure you remember those 'Back to School' signs which seemed to appear almost as the summer holidays started as shops and parents looked ahead to the autumn term. At Kent Trainers we too are looking ahead to the autumn training season and wanted to give you a flavour of the courses that are coming up at the glorious Chilston Park Hotel near Maidstone.

[Managing Poor Performance & Difficult Behaviour - 4th September](#) - for team leaders, section leaders, supervisors and first line managers who are looking for some tools to help them get the best out of all the members of the team.

[3 day Management Programme \(ILM recognized\) - 5th, 12th & 19th September](#) - for middle and experienced managers looking to expand their confidence, knowledge and skills base.

[Presentation Skills - 7th September](#) - for anyone who has to make a presentation and needs to understand the key skills and techniques.

[Recruitment & Selection - 11th September](#) - for Managers, HR Officers and Administrators who are involved in employee recruitment and selection.

[Communicate Assertively - 13th September](#) - for anyone who would like to be more assertive and confident in their day-to-day communication including those who lack confidence or are perceived by others as being too shy or too aggressive.

[2-day Team Leadership \(ILM recognized\) - 13th & 14th September](#) - for team leaders, section leaders, supervisors and first line managers who are looking for some tools to help them get the best out of all the members of the team.

[Stress Management - 18th September](#) - for anybody who would like to be in more control of their life and identify many ways to develop resilience and manage their wellbeing.

[Project Management \(2 days\) - 20th & 21st September](#) - for anyone who wants to develop the knowledge, skills and confidence to proactively and successfully lead large or small projects.

[Customer Service, become a Customer Service Star - 22nd September](#) - for anyone who deals with customers, external or internal.

[Tough Conversations - 25th September](#) - for any manager, supervisor or HR professional who is concerned about having a difficult conversation in the workplace.

[Supervisory Management - Introduction to First Line Management - 26th September](#) - for first line managers and supervisors with little management experience who need to understand the basic skills in managing and developing their staff.

[Meetings - Chairing Productive Meetings - 27th September](#) - for anyone with responsibility for chairing or managing meetings, or who facilitates discussions within the business.

[Time Management - 27th September](#) - for all staff who feel that they are constantly under pressure and need to manage their day more effectively.

[Internal Auditing for Quality Management Systems - 3rd October](#) - for managers and staff with responsibility for undertaking ISO9001 or ISO14001 internal auditing.

[Report Writing - 4th October](#) - for anybody who is responsible for producing reports for colleagues and clients.

[Finance for non-Financial Managers, budgets, cash flow, and more - 9th October](#) - for anyone with responsibility for financial performance or who requires an understanding of basic financial principles.

[Coaching and Mentoring - 9th October](#) - for anyone (manager or not) who has to work with colleagues and needs to be able to understand how to get the best out of them - and themselves. It provides you with some highly effective coaching and mentoring skills.

If you want more information about any of these courses please give us a call on 01732 808185. They can all be run as in-house courses at your premises too.

You can find out more about all the courses offered by Kent Trainers on our [website](#).

Remember **REGISTERED CHARITIES** receive a 15% discount off the advertised price of the course.

Please do not reply directly to this message 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.

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