

kenttrainers

The Jumping Boy's update for November

We have many courses coming up in the next 2 months, including:

[3 day Management Programme](#) - 9th, 16th & 23rd November

[Minute Taking](#) - 14th November

[2 day Team Leadership Course](#) - 20th & 21st November

[Reception Skills](#) - 23rd November

[Supervisory Management - Introduction to First Line Management](#) - 28th November

[Time Management](#) - 29th November

[Managing Poor Performance and Difficult Behaviour](#) - 4th December

Courses at Chilston Park for 2018

The dates of our scheduled courses for 2018 are now published on the [website](#). If you can't find what you want as a scheduled course please [contact us](#), we can run many courses for you 'in-house', adapted to your needs.

Take time to spend time with your team members

Effective leaders and managers make time to get to know their staff. This can be a challenge when businesses are at their busiest. If you have a quiet time in the period coming up to the winter break, invest some of your time in your most valuable asset - your people. The more you know them and they you, the better your team's performance will be.

Learn more about management and leadership on our management courses at Chilston Park, the [3 day Management Programme](#) starting 9th November and our [Supervisory Management - Introduction to First Line Management](#) course on 28th November.

Minute Taking - working with the Chair

The skill of being able to take accurate notes from a meeting and then turning them into a useful document which records decisions and prompts actions is a skill that everyone who participates in meetings should master.

How do you know what's important enough to be recorded? How do you gauge the style of minutes that are required for a formal or informal meeting?

The Chair and Minute-taker, working collaboratively, can ensure that the meeting is productive and recorded in concise language so that participants are engaged and committed to the process.

Find out more on our [Minute Taking](#) course at Chilston Park on 14th November.

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.

Who else would like our news and views? Please forward this to them, or send their email address to subscribe@kenttrainers.co.uk

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Find out more about our full training programme at www.kenttrainers.co.uk, or call our office on 01732 808185.

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