

# kenttrainers

## The Jumping Boy's Top Tips for September

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It is starting to feel distinctly autumnal, the heat of the summer is a fading memory. The cooler weather seems to invigorate the business community. At Kent Trainers we are seeing a marked increase in requests for training as the month progresses.

We have a series of open courses coming up at Chilston Park to help your business take advantage of the opportunities the increased activity presents. It is one thing to be able to spot opportunities, another to have the skills to take advantage of them. That is where we can help.

[Supervisory Management - Introduction to First Line Management - 26<sup>th</sup> September](#) - for first line managers and supervisors with little management experience who need to understand the basic skills in managing and developing their staff. This is one of our most popular courses - only have a few spaces left!

[Internal Auditing for Quality Management Systems - 3<sup>rd</sup> October](#) - for managers and staff with responsibility for undertaking ISO9001 or ISO14001 internal auditing. You will learn how to conduct an impartial audit and report the results to both management and an external assessor.

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

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

[Sales - Effective Sales Techniques - 10<sup>th</sup> October](#) - this course is for anyone new to sales and anyone who has sales as part of their job. It will also suit anyone who is already in a sales role but has no formal training in the art.

[Administrator and Office Management Skills - 11<sup>th</sup> October](#) - a course for anyone tasked with the vital role of office manager, PA or administrator. It will help you manage the tasks required of you and enhance the team performance.

[Train the Trainer \(2 days\) - 17<sup>th</sup> & 18<sup>th</sup> October](#) - a course for people who are new to training. You will learn how to plan, prepare and deliver an engaging training programme.

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.

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