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Lancaster &
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College

Upcoming Training Courses

Funded through the UK Shared Prosperity Fund

Growth Mindset

17 September 2024 • 10am - 4pm

Introduction to Bookkeeping Part 1

18 September 2024 • 9.30am - 12.30pm

Customer Service Skills

18 September 2024 • 10am - 3pm

Application of Leadership & Management Theories

18 September 2024 • 10am - 4pm

Environmental Responsibilities in the Workplace Level 1

19 September 2024 • 9am - 4pm

Supporting & Engaging a Multi-Generational Workforce

19 September 2024 • 10am - 3pm

Safeguarding Basic Awareness for Volunteers

20 September 2024 • 9am-12.30pm

Excel Intermediate - Multiply *

23 September 2024 • 9.30am – 4pm

CMI Unit 304 Principles of Communication in the Workplace

24 September 2024 • 1pm – 4pm (over 3 sessions)

Communication Skills

25 September 2024 • 10am - 3pm



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Introduction to Bookkeeping Part 2

25 September 2024 • 9.30am - 12.30pm

Time Management

26 September 2024 • 10am - 4pm

CMI Unit 513 Managing Projects To Achieve

26 September 2024 • 9am – 12pm (on line course)

Train to Train

1 & 2 October 2024 • 9.30am – 4.30pm (2 day course)

Email Marketing - Basics of Mailchimp

1 & 2 October 2024 • 6pm - 9pm (online course)

Accounting With Software Part 3

2 October 2024 • 9.30am - 12.30pm

CMI Unit 513 Developing, Managing and Leading Individuals and Teams to Achieve

2 October 2024 • 1pm - 4.30pm (over 2 sessions)

Managing Business Response to Environmental Challenges Level 2

3 & 4 October 2024 • 9am - 4pm

Email Marketing - Basics of Mailchimp

4 October 2024 • 10am - 4pm

How to Plan Content for your Business

7 October 2024 • 10am - 1pm

Food Safety in Catering Level 2 Award

8 October 2024 • 9:30am - 4pm

Appraisal Skills

8 October 2024 • 10am - 3pm

Communication & Influence

10 October 2024 • 10am - 4pm



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Recruitment Skills

15 October 2024 • 10am - 3pm

Excel Beginners - Multiply *

6 November 2024 • 9.30am – 4pm

Facebook for Business

8 November 2024 • 10am - 4pm

Environmental Certification for Your Business

11 November 2024 • 9am - 12pm

Carbon Reduction Plans & Net Zero

11 November 2024 • 1pm - 4pm

Food Allergen Awareness

11 November 2024 • 9:30am - 4pm

Excel Intermediate - Multiply *

13 November 2024 • 9.30am – 4pm

CMI Unit 308 Managing Volunteers

14 November 2024 • 9am – 12pm (over 3 sessions)

CMI Unit 310 Supporting Teams Through Change

14 November 2024 • 1pm – 4pm (over 3 sessions)

Food Safety in Catering Level 2 Award

19 November 2024 • 9:30am - 4pm

Mental Health Awareness

19 November 2024 • 9:30am - 12.30am

Time Management

20 November 2024 • 10am - 4pm

Google for Business - How to Build and Optimise

22 November 2024 • 10am - 4pm

Excel Advanced - Multiply *

25 November 2024 • 9.30am – 4pm



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Environmental Responsibilities in the Workplace

Level 1

2 December 2024 • 9am - 4pm

How to Plan Content for your Business

6 December 2024 • 10am - 1pm

Food Allergen Awareness

7 January 2025, 9:30am - 4.30pm

LinkedIn for Business

10 January 2025 • 10am - 4pm

CMI Unit 513 Managing Performance

8 January 2025 • 1.30pm - 5pm (over 2 sessions)

Mental Health Champion

21 January 2025 • 9.30am - 4.30pm

Food Safety in Catering Level 2 Award

23 January 2025 • 9:30am - 4pm

Using Facebook MetaSuite to Manage your Social Media Impact

24 January 2025 • 10am - 4pm

Food Allergen Awareness

4 February 2025, 9:30am - 4.30pm

Introduction to Bookkeeping Part 1

7 February 2025 • 9.30am - 12.30pm

Introduction to Bookkeeping Part 2

14 February 2025 • 9.30am - 12.30pm

Accounting With Software Part 3

21 February 2025 • 9.30am - 12.30pm

Food Safety in Catering Level 2 Award

20 February 2025 • 9:30am - 4pm



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Food Allergen Awareness

11 March 2025, 9:30am - 4.30pm

Food Safety in Catering Level 2 Award

19 March 2025 • 9:30am - 4pm

** Funded through the Multiply Project*

For further information

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