

**Training Programme - UPSKILLING FUNDING**

2022

Course Title	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Location
								Virtual
<b>Sales</b>								Virtual
Structured Sales Training for more Profitable Results		17.02.2022	04.03.2022					Shrewsbury
The Psychology of Selling and Success		04.02.2022		13.04.2022				Telford
Successful sales through online platforms, eg. Zoom (Virtual)			24.03.2022		18.05.2022			Outside Venue
Become a Powerful and Persuasive Speaker			24.03.2022					
Create positive opportunities through powerful networking		22.02.2022	24.03.2022					
Easy and Effective Sales Techniques – Virtual One Day Workshop		24.02.2022						
<b>Leadership</b>								
Team success through Confident Leadership		21.02.2022	14.03.2022				19.07.2022	
Time Management, Decision Making and Prioritisation			08.03.2022					
			18.03.2022					
Team building in a hybrid world		24.02.2022						
Presentation Skills and Communication		11.02.2022						
<b>Customer Care</b>								
Deliver an outstanding Customer Service experience	28.01.2022		10.03.2022					
<b>Business</b>								
Project Management			30.03.2022					
<b>HR</b>								
Attracting Great Talent - Workshop 1	20.01.2022		17.03.2022					
Interviewing & Selection - Workshop 2	20.01.2022		17.03.2022					
Starting your employee's Journey, the right way - Workshop 3		16.02.2022						
Addressing workplace concerns - Workshop 4		16.02.2022						
How to investigate issues at work and how to handle disciplinaries - Workshop 5								
Getting the best from your employees - Workshop 6								
Managing Mental Health Absence Effectively – Workshop 7								
<b>Marketing &amp; Analytics</b>								
Google Analytics - Beginners	31.01.2022		02.03.2022		10.05.2022			
Google Analytics - Advanced		10.02.2022						
Google Ads - Beginners			16.03.2022					
Google Ads - Advanced								
WordPress in a Day		16.02.2022	31.03.2022			21.06.2022		
Search Engine Optimisation		17.02.2022	08.03.2022					
Marketing to Attract Local Clients	20.01.2022		24.03.2022					
Optimising Your Social Media Profile to Generate Leads		10.02.2022	17.03.2022					
LinkedIn for Business		01.02.2022	10.03.2022					
Insta For Business		10.02.2022						
Bloggin & Case Studies		01.02.2022	29.03.2022					
Digital PR and Social Media - How to do it		02.02.2022	09.03.2022					
Using your mobile for Video								
<b>Health &amp; Safety and Welbeing</b>								
First Aid for Shropshire Business		14.02.2022	09.03.2022				12.07.2022	
			25.03.2022					
Fire Marshal & Fire Awareness for Shropshire Business		08.02.2022	17.03.2022					
Understanding Your Health and Safety Duties as a Director		08.02.2022	17.03.2022					
Manual Handling		18.02.2022	08.03.2022					
COSSH Awareness		18.02.2022						
<b>Mental Health Charter</b>								
Emotional Intelligence			29.03.2022					
Mental Health Awareness in Workplace - Enhancing Wellbeing for All			31.03.2022					
Mental Health First Aider - 2 Day		7th & 8th Feb					5th & 6th July	
Focused Strategy and Business Planning - 3 Day Course			14th/15th/16th March					
Focused Strategy and Business Planning - 3 Day Course			29th/30th/31st March					