

To book onto an event or for further information contact:

**Leeds Chamber of Commerce**

White Rose House, 28a York Place, Leeds, LS1 2EZ

T: 0113 247 0000

W: [www.leedschamber.co.uk](http://www.leedschamber.co.uk)

E: [training@leedschamber.co.uk](mailto:training@leedschamber.co.uk)

## summary of training

<b>January 2009</b>			<b>Free bite sized training</b>		Members +vat	Non-members +vat
Mon	12th	How To Finance Or Re-Finance Your Business - Even In A Credit Squeeze! 9:00-11:00, Leeds Chamber of Commerce	Free	£25		
Tues	13th	Foundation Degree Information Event 17:00-20:00, Leeds Chamber	Free	Free		
Wed	14th	Personal Effectiveness - An Introduction 9:00-11:00, Leeds Chamber	Free	£25		
Wed	14th	How to Double Your Sales Impact With a Twist 12:00-14:00, Leeds Chamber	Free	£25		
Mon	19th	Successful Franchising 9:00-11:00, Leeds Chamber	Free	£25		
Tues	27th	How Engaged Are Your Employees 13:00-15:00, Leeds Chamber	Free	£25		
Thur	29th	Coaching Skills For Managers 9:00-17:00, Leeds Chamber	Free	£25		
Thur	29th	Motivating And Getting The Best From Your Employees, 12:00-14:00, Leeds Chamber	Free	£25		

<b>January 2009</b>			<b>Half Day and Full Day Programmes</b>		Members +vat	Non-members +vat
Thurs	8th	Project 2003 Advanced 9:00-17:00, Enlightened Training, Leeds	£175	£225		
Mon	12th	Excel 2003 Introduction 9:00-17:00, Enlightened Training, Leeds	£175	£225		
Mon	12th	Goal Setting with NLP 12:30 - 16:30, Leeds Chamber	£195	£225		
Tues	13th	Excel for Managerial Analysis 9:00-17:00, Enlightened Training, Leeds	£175	£225		
Thurs	15th	Managing Agents and Distributors 9:20-16:30, Bradford Chamber	£195	£225		
Thurs	15th	Powerpoint 2003 Introduction 9:00-17:00, Enlightened Training, Leeds	£175	£225		
Thurs	15th	The Art of Being Assertive 9:30-16:30, Leeds Chamber	£165	£250		
Fri	16th	Turning Your Marketing Spends Into Profit With PANDA Power 9:30-12:30, Leeds Chamber	£99	£150		
Mon	19th	Word 2003 9:00-17:00, Enlightened Training, Leeds	£175	£255		
Mon	19th	How To Blog 16:00-18:00, Online Course	£395	£495		
Tues	20th	How To Grow Through New and Existing Customer, 9:30-12:30, Leeds Chamber	£75	£125		
Wed	21st	Project 2003 Introduction 9:00-17:00, Enlightened Training, Leeds	£175	£255		
Wed	21st	Take Control Of Your Career - Market Yourself Successfully, 13:30-16:30, Leeds Chamber	£195	£295		
Thurs	22nd	Telephone Skills 9:30-12:30, Leeds Chamber	£145	£220		
Fri	23rd	Strategic Marketing 10:00-16:00, Leeds Chamber	£595	£895		
Tues	27th	Project Concepts and Terminology, 9:00-17:00, Enlightened Training, Leeds	£295	£375		
Tues	27th	Letters of Credit, 9:20-16:30, Bradford Chamber	£195	£225		
Wed	28th	Building Mentoring Skills 9:00-16:30, Leeds Chamber	£245	£375		
Wed	28th	Personal Effectiveness 9:30-16:30, O'Rourke Reid Law Firm, LS1 2EX	£295	£445		
Wed	28th	How to Present Using Powerpoint 9:00-17:00, Enlightened Training, Leeds	£295	£375		
Thur	29th	Vista For The Business Worker 9:00-17:00, Enlightened Training, Leeds	£175	£225		
Fri	30th	Presenting Like A Pro 9:30-16:30, Leeds Chamber	£325	£490		

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<b>February 2009</b>			<b>Free bite sized training</b>	Members +vat	Non-members +vat
Thurs	5th	An Introduction To Selling With 3rd Dimension 10:00-12:00 Leeds Chamber	Free	£25	
Thurs	5th	How To Be An Outstanding Manager 13:00-15:00, Leeds Chamber	Free	£25	
Mon	9th	The Three Secrets To Guarantee Financial Success 9:00-11:00, Leeds Chamber	Free	£25	
Mon	9th	An Introduction To Cold Calling Appointment Making 12:00-14:00, Leeds Chamber	Free	£25	
Thurs	13th	Age Discrimination - 2 Years On 9:00-11:00, Leeds Chamber	Free	£25	
Thurs	13th	Learning Through Juggling 13:00-15:00, Leeds Chamber	Free	£25	
Wed	18th	Its Our Money - How Do We Get Paid 9:00-11:00, Leeds Chamber	Free	£25	
Wed	18th	How To Double Your Impact With A Simple Twist 12:00-14:00, Leeds Chamber	Free	£25	
Wed	25th	How To Make The Most Of Your Exhibitions 8:00-10:00, Leeds Chamber	Free	£25	
Thurs	26th	Negotiating And Influencing Skills 8:00-10:00, Leeds Chamber	Free	£25	
Fri	27th	How To Navigate The Employment Minefield-An Introduction To Employment Law 13:00-15:00, Leeds Chamber	Free	£25	
Fri	27th	Giving Your Employees The Gift Of Money Management 10:00-12:00, Leeds Chamber	Free	£25	

<b>February 2009</b>			<b>Half Day and Full Day Programmes</b>	Members +vat	Non-members +vat
Mon	2nd	Dealing With Challenging Situations, 13:30-16:30, Leeds Chamber	£115	£175	
Tues	3rd	How to Strive and Survive In a Recession 9:30-12:30, Leeds Chamber	£75	£125	
Tues	3rd	Access 2003 Introduction 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Tues	3rd	Introduction To Import And Export 9:20-16:30, Leeds Chamber	£195	£225	
Wed	4th	Maximising The Incoming Call 9:30-16:30, Leeds Chamber	£165	£250	
Thurs	5th	Time Management 9:30-17:00, Enlightened Training, Leeds	£295	£375	
Thurs	5th	Minute Taking 9:30-12:30, Leeds Chamber	£150	£225	
Thurs	5th	Absence Management 10:00-16:00, O'Rourke Reid Law Firm, Leeds	£325	£490	
Fri	6th	Human Resource Management 10:00-16:00, Leeds Chamber	£595	£895	
Tues	10th	CIEH Level 2 Certificate In Food Hygiene 9:30-16:30, Leeds Chamber	£145	£220	
Tues	10th	Excel 2003 Advanced 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Wed	11th	Import Procedures 9:20-16:30, Leeds Chamber	£175	£255	
Wed	11th	Skills For Managing and Developing People 9:30-16:30, O'Rourke Reid Law Firm, Leeds	£375	£565	
Wed	12th	PowerPoint 2003 Advanced 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Wed	12th	Appraisal Skills 10:00-16:00, Leeds Chamber	£325	£490	
Wed	12th	Brief Taking and Sales Proposal Writing 1:30-16:30, O'Rourke Reid Law Firm	£195	£295	
Mon	16th	Lining Up The Arrows 9:30-16:30, Leeds Chamber	£305	£460	
Tues	17th	Excel 2003 Intermediate 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Tues	17th	Interviews That Long-Term Results 13:30-16:30, Leeds Chamber	£175	£225	
Wed	18th	PowerPoint 2003 Intermediate 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Thurs	19th	Word 2003 Intermediate 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Thurs	19th	Solution Thinking And Aspiration 9:30-12:30, Leeds Chamber	£145	£220	
Fri	20th	Information Systems Management 10:00-16:00, Leeds Chamber	£595	£895	
Mon	23rd	Restructuring and Redundancy 9:30-12:30, Leeds Chamber	£99	£150	
Mon	23rd	Giving And Getting Great Feedback 13:30-16:30, Leeds Chamber	£95	£120	
Tues	24th	Valuing Equality & Diversity 9:30-12:30, Leeds Chamber	£125	£190	
Tues	24th	How To Write A Marketing Plan 13:30-16:30, Leeds Chamber	£75	£125	
Wed	25th	Access 2003 Intermediate 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Wed	25th	Project 2003 Intermediate 9:00-17:00, Enlightened Training, Leeds	£175	£225	
Thurs	26th	Executive PA 9:30-12:30, Leeds Chamber	£150	£225	
Thurs	26th	Excel 2003 Introduction 9:00-17:00, Enlightened Training, Leeds	£175	£225	

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<b>March 2009</b>			<b>Free bite sized training</b>	
			Members +vat	Non-members +vat
Fri	6th	Why Would I Need An FD - Even For A Day 9:00-11:00, Leeds Chamber	Free	£25
Fri	6th	Creating A Big Small Business 12:00-14:00, Leeds Chamber	Free	£25
Wed	11th	Recruiting Right The First Time 12:00-14:00, Leeds Chamber	Free	£25
Wed	11th	There's Been An Accident! How To Implement Effective Accident Investigations, 9:00-11:00, Leeds Chamber	Free	£25
Mon	16th	A Fair Dismissal! Introduction To Discipline and Dismissal 9:00-11:00, Leeds Chamber	Free	£25
Mon	16th	Coaching For Performance Impact 12:00-14:00, Leeds Chamber	Free	£25
Fri	27th	Networking Skills 9:00-11:00, Leeds Chamber	Free	£25
Fri	27th	Dynamic and Productive Meetings 13:00-15:00, Leeds Chamber	Free	£25
Tues	31st	You Are Never 12ft Away From An Opportunity 10:00-12:00, Leeds Chamber	Free	£25
Tues	31st	Mentor Your Way To Business Success 13:00-15:00, Leeds Chamber	Free	£25

<b>March 2009</b>			<b>Half Day and Full Day Programmes</b>	
			Members +vat	Non-members +vat
Mon	2nd	Retaining and Dismissing 9:30-12:30, Leeds Chamber	£99	£150
Mon	2nd	Developing Creativity For You and Your Business 13:30-16:30, Leeds Chamber	£195	£295
Tues	3rd	Advanced Professional Networking 9:30-16:30, Leeds Chamber	£325	£490
Tues	3rd	Customer Service Skills 9:30-16:30, O'Rourke Reid Law Firm, Leeds	£295	£445
Wed	4th	An Introduction to HR 10:00-16:00, Leeds Chamber	£325	£490
Thurs	5th	Introduction to Export 9:20-16:30, Leeds Chamber	£195	£225
Thurs	5th	Cold Calling Masterclass 9:30-12:30, O'Rourke Reid Law Firm, Leeds	£135	£205
Mon	9th	Retaining And Rewarding 9:30-12:30, Leeds Chamber	£99	£150
Mon	9th	Why And How - The Theory And Practice Of Advertising Campaigns 13:30-16:30, Leeds Chamber	£135	£205
Tues	10th	Practical Coaching 13:30-16:30, Leeds Chamber	£95	£120
Tues	10th	Access 2003 Advanced 9:00-17:00, Enlightened Training, Leeds	£175	£225
Thurs	12th	Outstanding Customer Care 9:30-16:30, Leeds Chamber	£165	£250
Thurs	12th	Word 2003 Advanced 9:00-17:00, Enlightened Training, Leeds	£175	£225
Fri	13th	Managing Success Through People 10:00-16:00, Leeds Chamber	£595	£895
Tues	17th	Manual Handling 9:30-12:30, Leeds Chamber	£99	£150
Thurs	19th	Export Documentation 9:20-16:30, Bradford Chamber	£195	£225
Thurs	26th	Strategic Planning 9:30-12:30, PKF	£99	£150
Thurs	26th	Letters of Credit 9:20-16:30, Leeds Chamber	£195	£225