

The Clare Foundation, Courses held in High wycombe - Address: The Clare Charity Ce

	Jan	Feb	March	April	May
Analytics					17th
Customer Care Skills		4th			
Facebook (half day course)					18th
How to Increase Sales in Your Business	14th				19th
Introduction to visual social media platforms		9th			
Marketing Know How				14th	
Paid advertising	12th				
Presentation Skills			10th		
SEO - Search Engine Optimisation			2nd		
Social Media Strategy	13th				5th
Telesales / Telemarketing		11th			
Twitter (half day course)					18th
Business Planning			1st		
Employment Law			15th		
Finance for Small Businesses	19th				
H&S and Fire Warden Training			22nd		
HSE First Aid at Work	20th				11th
Interviewing Skills & Recruitment				19th	
Managing Stress in the Workplace			3rd		
Appraisals		11th			
Coaching for Managers				12th	
Effective Communication	26th				12th
Management Skills		3rd			
Managing Conflict				28th	
Microsoft Office Excel Skills (Getting Started)			24th		
Microsoft Office Excel Intermediate	20th			21st	
Personal Effectiveness		10th			
Project Management	28th				25th
Time Management	21st				4th
Networking morning	29th	26th	25th	29th	27th

entre, Wycombe Road, Saunderton, HP14 4HU

June	July	Aug	Sept	Oct	Nov	Dec
						2nd
9th					17th	
					8th	
					10th	
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				13th		
		4th				
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				18th		
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	6th					6th
			21st			
				5th		
21st					24th	
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	12th					7th
			14th			
		9th				
				11th		
			27th			
24th	29th	26th	30th	28th	25th	