

Milton Park Innovation Centre, Address: 99 Park Drive, City: Milton Park, Post Code: OX1 1PH

		Jan	Feb	March	April
	Analytics		11th		
	Customer Care Skills	21st			
	Facebook (half day course)	26th			
	How to Increase Sales in Your Business			3rd	
	Introduction to visual social media platforms				20th
	Marketing Know How			8th	
	Paid advertising				6th
	Presentation Skills		24th		
	SEO - Search Engine Optimisation		3rd		
	Social Media Strategy			22nd	
	Telesales / Telemarketing				14th
	Twitter (half day course)	26th			
	Business Planning				
	Employment Law				
	Finance for Small Businesses			30th	
	H&S and Fire Warden Training				
	HSE First Aid at Work			23rd	
	Interviewing Skills & Recruitment	13th			
	Managing Stress in the Workplace				
	Appraisals	19th			
	Coaching for Managers		4th		
	Effective Communication		16th		
	Management Skills			29th	
	Managing Conflict		25th		
	Microsoft Office Excel Skills (Getting Started)				26th
	Microsoft Office Excel Intermediate		17th		
	Personal Effectiveness				12th
	Project Management			15th	
	Time Management			16th	

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May	June	July	Aug	Sept	Oct	Nov	Dec
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