

PERSONAL DEVELOPMENT TRAINING



For the future you want

Edinburgh College offers a range of short courses for professionals looking to develop their skills and knowledge. These courses are a great way to further your skills or keep up to date with developments in a specific field of practice or job role.

Our personal development short courses present a flexible way to study and can meet the specific needs of both individuals and organisations, by providing short, sharp one day sessions.

Our areas of expertise include:

- Management & Leadership
- Human Resources
- Marketing
- Finance & Accounting
- Project Management.

CUSTOMISED TRAINING

Although we provide business courses we also create customised training programmes tailored to business requirements. Please contact us if you wish to discuss creating a tailored training programme for your employees.

Customised Training includes:

- Train the Trainer
- Managing People & Teams
- Being a Leader
- Influencing Skills
- Negotiation Skills
- Customer Service
- Conflict Resolution
- Time Management
- Project Management

Contact Us:

edinburghcollege.ac.uk/training | enterprise@edinburghcollege.ac.uk | 0131 297 9000

Edinburgh College Training & Development

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Scheduled Course Title	Mode of Attendance	Duration	Location
Assertiveness and Influencing Skills	Part-time	1 Day	Sighthill
Coaching and Mentoring	Part-time	1 Day	Sighthill
Communication Skills	Part-time	1 Day	Sighthill
Customer Service Skills	Part-time	1 Day	Sighthill
Train the Trainer	Part-time	2 Days	Sighthill
Managing People & Teams	Part-time	1 Day	Sighthill
Being a Leader	Part-time	1 Day	Sighthill
Influencing Skills	Part-time	1 Day	Sighthill
Negotiation Skills	Part-time	1 Day	Sighthill
Conflict Resolution	Part-time	1 Day	Sighthill
Time Management	Part-time	1 Day	Sighthill
Project Management	Part-time	1 Day	Sighthill

Please check our website for more details.

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