

Unite Education & Training Courses 2008



www.unitetheunion.com

Thirty-nine different courses are now available to representatives (at no cost) and have been scheduled throughout the year at a range of venues covering the United Kingdom and Ireland. The line up of 2008 courses looks like this:

INDUSTRIAL RELATIONS

Workplace representatives – stage 1
Workplace representatives – stage 2
Workplace representatives – stage 3
Workplace representatives – stage 4
Advocacy skills
Human resource management – stage 1
Human resource management – stage 2
Lifelong learning – stage 1
Lifelong learning – stage 2
Organising the workplace

HEALTH & SAFETY

Working safely/Risk assessment
Managing safely
Organising for health and safety
Incident management and investigation
Stress management
Women's health and safety
Foundation in Environmental Management
Working at height

EQUAL OPPORTUNITIES

Equality and Diversity at work
Discrimination and disability
Leadership for black and ethnic minority representatives
Leadership for lesbian, gay, bisexual and transgender members
Stress, harassment, and bullying
Women's Week

EMPLOYMENT LAW

Employment law – stage 1
Employment law – stage 2
Employment law – stage 3

FINANCE

Understanding company accounts and company law
Trade unions and the economy

PENSIONS

Pensions – stage 1
Pensions – stage 2

PERSONAL DEVELOPMENT

Communication and development skills
Mentoring and coaching
Assertiveness and empathetic skills

POLITICAL

Understanding politics

INFORMATION TECHNOLOGY

Computer skills – stage 1
Computer skills – stage 2
Computer skills – stage 3

COURSES FOR MEMBERS

Young Members
Pre-Retirement



Courses are accredited by the Open College Network – delegates receiving a OCN Certificate of Unit Credit on successful completion of the training programme. These accumulated credits can be used to access further and higher education courses. In addition two of the Health and Safety courses – Working safely/risk assessment and Managing safely – are accredited by IOSH (Institution of Safety and Health) and the risk assessment module certificated by RoSPA (Royal Society for the Prevention of Accidents).

To apply for a course complete the application form at the back of this leaflet and send to the relevant training venue. Alternatively for more information on any of the courses visit www.unitetheunion.com/education or to enquire about the development of sector specific training programmes please contact

**The Education Department, Hayes Court, Bromley, Kent BR2 7AU. Tel: 020 8462 7755 Fax: 020 8315 8524
Email: education@unitetheunion.com**

Unite Education & Training Courses 2

Course ID	Start Date	End Date	Venue
INDUSTRIAL RELATIONS			
Workplace representatives – stage 1			
3057	07-Jan-08	11-Jan-08	Quorn Grange
3059	14-Jan-08	18-Jan-08	Esher Place
3065	15-Jan-08	18-Jan-08	Manchester
3078	28-Jan-08	01-Feb-08	Wortley Hall
3081	29-Jan-08	01-Feb-08	Needham Market
3088	05-Feb-08	08-Feb-08	Wakefield
3091	11-Feb-08	15-Feb-08	Esher Place
3096	12-Feb-08	15-Feb-08	Glasgow
3104	19-Feb-08	22-Feb-08	Slough
3110	25-Feb-08	29-Feb-08	Quorn Grange
3111	25-Feb-08	28-Feb-08	Belfast
3114	26-Feb-08	29-Feb-08	Plymouth
3112	26-Feb-08	29-Feb-08	Bangor
3120	03-Mar-08	07-Mar-08	Wortley Hall
3123	04-Mar-08	07-Mar-08	Moreland St (33-37)
3124	04-Mar-08	07-Mar-08	Stoke
3128	10-Mar-08	14-Mar-08	Quorn Grange
3130	10-Mar-08	13-Mar-08	Londonderry Office
3145	01-Apr-08	04-Apr-08	Bristol
3147	07-Apr-08	11-Apr-08	Esher Place
3152	08-Apr-08	11-Apr-08	Newcastle
3153	08-Apr-08	11-Apr-08	West Bromwich
3158	15-Apr-08	18-Apr-08	Coventry
3164	22-Apr-08	25-Apr-08	Southport
3165	22-Apr-08	25-Apr-08	Derby
3168	28-Apr-08	02-May-08	Quorn Grange
3175	12-May-08	16-May-08	Esher Place
3181	13-May-08	16-May-08	Swansea
3186	19-May-08	23-May-08	Wortley Hall
3189	20-May-08	23-May-08	Maidstone
3190	20-May-08	23-May-08	Manchester
3195	02-Jun-08	06-Jun-08	Esher Place
3204	10-Jun-08	13-Jun-08	Wakefield
3209	16-Jun-08	20-Jun-08	Quorn Grange
3223	01-Jul-08	04-Jul-08	Needham Market
3228	08-Jul-08	11-Jul-08	Southport
3231	14-Jul-08	18-Jul-08	Quorn Grange
3233	15-Jul-08	18-Jul-08	Mold Office
3235	21-Jul-08	25-Jul-08	Esher Place
3248	04-Aug-08	08-Aug-08	Wortley Hall
3249	05-Aug-08	08-Aug-08	Glasgow
3257	12-Aug-08	15-Aug-08	Southampton
3258	18-Aug-08	22-Aug-08	Esher Place
3275	08-Sep-08	12-Sep-08	Esher Place
3277	09-Sep-08	12-Sep-08	Wakefield
3280	15-Sep-08	19-Sep-08	Quorn Grange
3282	15-Sep-08	19-Sep-08	Belfast
3292	23-Sep-08	26-Sep-08	Moreland St (33-37)
3294	29-Sep-08	03-Oct-08	Wortley Hall
3298	06-Oct-08	10-Oct-08	Quorn Grange
3301	07-Oct-08	10-Oct-08	Manchester
3308	14-Oct-08	17-Oct-08	Newcastle
3312	20-Oct-08	24-Oct-08	Esher Place
3321	28-Oct-08	31-Oct-08	Derby
3327	04-Nov-08	07-Nov-08	West Bromwich
3334	11-Nov-08	14-Nov-08	Swansea
3335	17-Nov-08	21-Nov-08	Esher Place
3340	18-Nov-08	21-Nov-08	Bristol
3345	24-Nov-08	28-Nov-08	Quorn Grange

Course ID	Start Date	End Date	Venue
3350	01-Dec-08	05-Dec-08	Quorn Grange
3355	02-Dec-08	05-Dec-08	Wakefield
3358	08-Dec-08	12-Dec-08	Wortley Hall
3359	09-Dec-08	12-Dec-08	Southport

Workplace representatives – stage 2			
3063	14-Jan-08	18-Jan-08	Wortley Hall
3068	21-Jan-08	25-Jan-08	Esher Place
3076	28-Jan-08	01-Feb-08	Quorn Grange
3093	11-Feb-08	15-Feb-08	Wortley Hall
3090	11-Feb-08	15-Feb-08	Esher Place
3097	12-Feb-08	15-Feb-08	Moreland St (33-37)
3105	19-Feb-08	22-Feb-08	West Bromwich
3109	25-Feb-08	29-Feb-08	Quorn Grange
3118	03-Mar-08	07-Mar-08	Esher Place
3125	04-Mar-08	07-Mar-08	Manchester
3143	31-Mar-08	04-Apr-08	Quorn Grange
3155	14-Apr-08	18-Apr-08	Esher Place
3160	21-Apr-08	25-Apr-08	Quorn Grange
3177	12-May-08	16-May-08	Wortley Hall
3183	19-May-08	23-May-08	Esher Place
3196	02-Jun-08	06-Jun-08	Quorn Grange
3199	03-Jun-08	06-Jun-08	Newcastle
3211	17-Jun-08	20-Jun-08	Needham Market
3213	23-Jun-08	27-Jun-08	Esher Place
3220	30-Jun-08	4-Jul-08	Quorn Grange
3226	07-Jul-08	11-Jul-08	Wortley Hall
3232	14-Jul-08	18-Jul-08	Quorn Grange
3234	15-Jul-08	18-Jul-08	Bristol
3241	22-Jul-08	25-Jul-08	Wakefield
3244	29-Jul-08	01-Aug-08	Derby
3252	11-Aug-08	15-Aug-08	Esher Place
3260	18-Aug-08	22-Aug-08	Quorn Grange
3271	02-Sep-08	05-Sep-08	Southampton
3284	16-Sep-08	19-Sep-08	Glasgow
3285	22-Sep-08	26-Sep-08	Quorn Grange
3293	29-Sep-08	03-Oct-08	Esher Place
3307	13-Oct-08	17-Oct-08	Wortley Hall
3315	21-Oct-08	24-Oct-08	Swansea
3329	10-Nov-08	14-Nov-08	Esher Place
3332	10-Nov-08	14-Nov-08	Wortley Hall
3346	24-Nov-08	28-Nov-08	Quorn Grange
3348	01-Dec-08	05-Dec-08	Esher Place
3354	01-Dec-08	04-Dec-08	Belfast

Workplace representatives – stage 3			
3062	14-Jan-08	18-Jan-08	Quorn Grange
3176	12-May-08	16-May-08	Quorn Grange
3229	14-Jul-08	18-Jul-08	Esher Place
3343	24-Nov-08	28-Nov-08	Esher Place

Workplace representatives – stage 4			
3161	21-Apr-08	25-Apr-08	Quorn Grange
3279	15-Sep-08	19-Sep-08	Esher Place

Advocacy skills			
3127	10-Mar-08	14-Mar-08	Esher Place
3230	14-Jul-08	18-Jul-08	Esher Place
3324	03-Nov-08	07-Nov-08	Esher Place

Course ID	Start Date	End Date	Venue
Human resource management – stage 1			
3077	28-Jan-08	01-Feb-08	Quorn Grange
3167	28-Apr-08	02-May-08	Esher Place
3247	04-Aug-08	08-Aug-08	Quorn Grange
3304	13-Oct-08	17-Oct-08	Esher Place

Course ID	Start Date	End Date	Venue
Human resource management – stage 2			
3102	18-Feb-08	22-Feb-08	Quorn Grange
3237	21-Jul-08	25-Jul-08	Quorn Grange

Course ID	Start Date	End Date	Venue
Lifelong learning – stage 1			
3099	18-Feb-08	22-Feb-08	Esher Place
3150	07-Apr-08	11-Apr-08	Wortley Hall
3169	28-Apr-08	02-May-08	Quorn Grange

Course ID	Start Date	End Date	Venue
Lifelong learning – stage 2			
3197	02-Jun-08	06-Jun-08	Wortley Hall
3306	13-Oct-08	17-Oct-08	Quorn Grange
3322	03-Nov-08	07-Nov-08	Esher Place

Course ID	Start Date	End Date	Venue
Organising the workplace			
3138	26-Mar-08	28-Mar-08	Quorn Grange
3172	07-May-08	09-May-08	Esher Place

HEALTH & SAFETY

Course ID	Start Date	End Date	Venue
Working safely/Risk assessment			
3061	14-Jan-08	18-Jan-08	Esher Place
3064	14-Jan-08	18-Jan-08	Wakefield
3074	21-Jan-08	25-Jan-08	Southport
3079	28-Jan-08	01-Feb-08	Southampton
3087	04-Feb-08	08-Feb-08	Newcastle
3092	11-Feb-08	15-Feb-08	Quorn Grange
3094	11-Feb-08	15-Feb-08	West Bromwich
3103	18-Feb-08	22-Feb-08	Belfast
3117	03-Mar-08	07-Mar-08	Esher Place
3121	03-Mar-08	07-Mar-08	Maidstone
3129	10-Mar-08	14-Mar-08	Glasgow
3144	31-Mar-08	4-Apr-08	Swansea
3151	07-Apr-08	11-Apr-08	Moreland St (33-37)
3156	14-Apr-08	18-Apr-08	Quorn Grange
3157	14-Apr-08	18-Apr-08	Needham Market
3162	21-Apr-08	25-Apr-08	Wortley Hall
3170	28-Apr-08	02-May-08	Bristol
3179	12-May-08	16-May-08	Wortley Hall
3180	12-May-08	16-May-08	Derby
3214	23-Jun-08	27-Jun-08	Quorn Grange
3216	23-Jun-08	27-Jun-08	Manchester
3219	30-Jun-08	04-Jul-08	Esher Place
3222	30-Jun-08	04-Jul-08	Swansea
3243	28-Jul-08	01-Aug-08	Quorn Grange
3254	11-Aug-08	15-Aug-08	Wortley Hall
3255	11-Aug-08	15-Aug-08	Plymouth
3261	18-Aug-08	22-Aug-08	West Bromwich
3269	01-Sep-08	05-Sep-08	Newcastle
3273	08-Sep-08	12-Sep-08	Esher Place
3283	15-Sep-08	19-Sep-08	Needham Market
3289	22-Sep-08	26-Sep-08	Belfast
3290	22-Sep-08	26-Sep-08	Wakefield
3295	29-Sep-08	03-Oct-08	Bristol
3299	06-Oct-08	10-Oct-08	Glasgow

Course ID	Start Date	End Date	Venue
3303	13-Oct-08	17-Oct-08	Esher Place
3319	27-Oct-08	31-Oct-08	Moreland St (33-37)
3325	03-Nov-08	07-Nov-08	Quorn Grange
3330	10-Nov-08	14-Nov-08	Esher Place
3333	10-Nov-08	14-Nov-08	Derby
3351	01-Dec-08	05-Dec-08	Wortley Hall
3353	01-Dec-08	05-Dec-08	Swansea

Course ID	Start Date	End Date	Venue
Managing safely			
3067	21-Jan-08	25-Jan-08	Esher Place
3084	04-Feb-08	08-Feb-08	Esher Place
3101	18-Feb-08	22-Feb-08	Quorn Grange
3132	17-Mar-08	21-Mar-08	Wortley Hall
3149	07-Apr-08	11-Apr-08	Quorn Grange
3187	19-May-08	23-May-08	Wortley Hall
3194	02-Jun-08	06-Jun-08	Esher Place
3208	16-Jun-08	20-Jun-08	Quorn Grange
3221	30-Jun-08	04-Jul-08	Wortley Hall
3239	21-Jul-08	25-Jul-08	Quorn Grange
3253	11-Aug-08	15-Aug-08	Wortley Hall
3287	22-Sep-08	26-Sep-08	Esher Place
3311	20-Oct-08	24-Oct-08	Esher Place
3326	03-Nov-08	07-Nov-08	Belfast
3336	17-Nov-08	21-Nov-08	Quorn Grange
3352	01-Dec-08	5-Dec-08	Wortley Hall

Course ID	Start Date	End Date	Venue
Organising for health & safety			
3086	04-Feb-08	08-Feb-08	Quorn Grange
3268	01-Sep-08	05-Sep-08	Quorn Grange
3300	06-Oct-08	10-Oct-08	Belfast

Course ID	Start Date	End Date	Venue
Incident management & investigation			
3075	18-Feb-08	22-Feb-08	Esher Place
3148	07-Apr-08	11-Apr-08	Quorn Grange
3215	23-Jun-08	27-Jun-08	Belfast
3242	28-Jul-08	01-Aug-08	Esher Place
3314	20-Oct-08	24-Oct-08	Quorn Grange
3331	10-Nov-08	14-Nov-08	Quorn Grange

Course ID	Start Date	End Date	Venue
Stress management			
3135	26-Mar-08	28-Mar-08	Esher Place
3191	28-May-08	30-May-08	Quorn Grange
3361	15-Dec-08	17-Dec-08	Quorn Grange

Course ID	Start Date	End Date	Venue
Women's health and safety			
3106	19-Feb-08	21-Feb-08	Swansea
3131	11-Mar-08	13-Mar-08	Newcastle
3139	26-Mar-08	28-Mar-08	West Bromwich
3198	02-Jun-08	04-Jun-08	Belfast
3205	10-Jun-08	12-Jun-08	Glasgow
3250	05-Aug-08	07-Aug-08	Manchester
3264	27-Aug-08	29-Aug-08	Wakefield
3278	09-Sep-08	11-Sep-08	Derby
3310	14-Oct-08	16-Oct-08	Needham Market
3316	21-Oct-08	23-Oct-08	Bristol
3341	18-Nov-08	20-Nov-08	Moreland St (33-37)
3360	09-Dec-08	11-Dec-08	Southampton

Unite Education & Training Courses 2

Course ID	Start Date	End Date	Venue
Foundation in environmental management			
3069	21-Jan-08	25-Jan-08	Quorn Grange
3142	31-Mar-08	04-Apr-08	Esher Place
3203	09-Jun-08	13-Jun-08	Quorn Grange
3317	27-Oct-08	31-Oct-08	Esher Place

Working at height			
3098	14-Feb-08	15-Feb-08	Quorn Grange
3192	28-May-08	29-May-08	Quorn Grange
3265	27-Aug-08	28-Aug-08	Quorn Grange
3342	20-Nov-08	21-Nov-08	Quorn Grange

EQUALITY AND DIVERSITY			
Equality and diversity at work			
3113	26-Feb-08	29-Feb-08	Derby
3163	22-Apr-08	25-Apr-08	Glasgow
3188	20-May-08	23-May-08	Belfast
3200	03-Jun-08	06-Jun-08	Swansea
3224	01-Jul-08	04-Jul-08	Bristol
3227	08-Jul-08	11-Jul-08	Moreland St (33-37)
3240	22-Jul-08	25-Jul-08	Manchester
3245	29-Jul-08	01-Aug-08	Needham Market
3281	15-Sep-08	19-Sep-08	Quorn Grange
3058	29-Sep-08	03-Oct-08	Newcastle
3309	14-Oct-08	17-Oct-08	West Bromwich
3339	18-Nov-08	21-Nov-08	Wakefield
3347	25-Nov-08	28-Nov-08	Southampton

Discrimination and disability			
3270	01-Sep-08	03-Sep-08	Esher Place

Leadership for black and ethnic minority representatives			
3212	23-Jun-08	27-Jun-08	Esher Place

Leadership for lesbian, gay, bisexual and transgender members			
3302	10-Oct-08	12-Oct-08	Quorn Grange

Course ID	Start Date	End Date	Venue
Stress, harassment and bullying			
3080	28-Jan-08	30-Jan-08	Esher Place
3122	03-Mar-08	05-Mar-08	Quorn Grange
3210	16-Jun-08	18-Jun-08	Esher Place
3256	11-Aug-08	13-Aug-08	Quorn Grange
3291	22-Sep-08	24-Sep-08	Quorn Grange

Women's week			
3146	07-Apr-08	11-Apr-08	Esher Place

EMPLOYMENT LAW			
Employment law – stage 1			
3083	04-Feb-08	08-Feb-08	Esher Place
3119	03-Mar-08	07-Mar-08	Esher Place
3159	21-Apr-08	25-Apr-08	Esher Place
3182	19-May-08	23-May-08	Esher Place
3207	16-Jun-08	20-Jun-08	Esher Place
3236	21-Jul-08	25-Jul-08	Esher Place
3266	01-Sep-08	05-Sep-08	Esher Place
3313	20-Oct-08	24-Oct-08	Esher Place
3338	17-Nov-08	21-Nov-08	Esher Place
3356	08-Dec-08	12-Dec-08	Esher Place

Employment law – stage 2			
3060	14-Jan-08	18-Jan-08	Esher Place
3141	31-Mar-08	4-Apr-08	Esher Place
3193	02-Jun-08	06-Jun-08	Esher Place
3246	04-Aug-08	08-Aug-08	Esher Place
3297	06-Oct-08	10-Oct-08	Esher Place
3344	24-Nov-08	28-Nov-08	Esher Place

Employment law – stage 3			
3100	18-Feb-08	22-Feb-08	Esher Place
3286	22-Sep-08	26-Sep-08	Esher Place

FINANCE			
Understanding company accounts and company law			
3185	19-May-08	23-May-08	Quorn Grange
3357	08-Dec-08	12-Dec-08	Esher Place

Trade unions and the economy			
3133	17-Mar-08	20-Mar-08	Quorn Grange

PENSIONS			
Pensions – stage 1			
3108	25-Feb-08	29-Feb-08	Esher Place
3140	31-Mar-08	04-Apr-08	Esher Place
3218	30-Jun-08	04-Jul-08	Esher Place
3274	08-Sep-08	12-Sep-08	Esher Place
3323	03-Nov-08	07-Nov-08	Esher Place

Pensions – stage 2			
3066	21-Jan-08	25-Jan-08	Esher Place
3166	28-Apr-08	02-May-08	Esher Place
3259	18-Aug-08	22-Aug-08	Esher Place



Course ID	Start Date	End Date	Venue
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PERSONAL DEVELOPMENT**Communication and development skills**

3085	04-Feb-08	08-Feb-08	Quorn Grange
3184	19-May-08	23-May-08	Esher Place
3276	08-Sep-08	12-Sep-08	Quorn Grange
3296	06-Oct-08	10-Oct-08	Esher Place

Mentoring and coaching

3137	26-Mar-08	28-Mar-08	Esher Place
3173	07-May-08	09-May-08	Quorn Grange

Assertive and empathetic skills

3134	17-Mar-08	19-Mar-08	Quorn Grange
3262	27-Aug-08	29-Aug-08	Esher Place

POLITICAL**Understanding politics**

3089	11-Feb-08	15-Feb-08	Esher Place
3206	16-Jun-08	20-Jun-08	Esher Place
3318	27-Oct-08	31-Oct-08	Esher Place

INFORMATION TECHNOLOGY**Computer skills – stage 1 (Beginners)**

3107	25-Feb-08	29-Feb-08	Esher Place
3126	10-Mar-08	14-Mar-08	Esher Place
3174	12-May-08	16-May-08	Esher Place
3365	07-Jul-08	11-Jul-08	Esher Place
3288	22-Sep-08	26-Sep-08	Esher Place
3349	01-Dec-08	05-Dec-08	Esher Place

Computer skills – stage 2 (Intermediate)

3154	14-Apr-08	18-Apr-08	Esher Place
3217	30-Jun-08	04-Jul-08	Esher Place
3251	11-Aug-08	15-Aug-08	Esher Place
3267	01-Sep-08	05-Sep-08	Esher Place
3305	13-Oct-08	17-Oct-08	Esher Place

Computer skills – stage 3 (Advanced)

3202	09-Jun-08	13-Jun-08	Esher Place
3328	10-Nov-08	14-Nov-08	Esher Place

COURSES FOR MEMBERS**Young members**

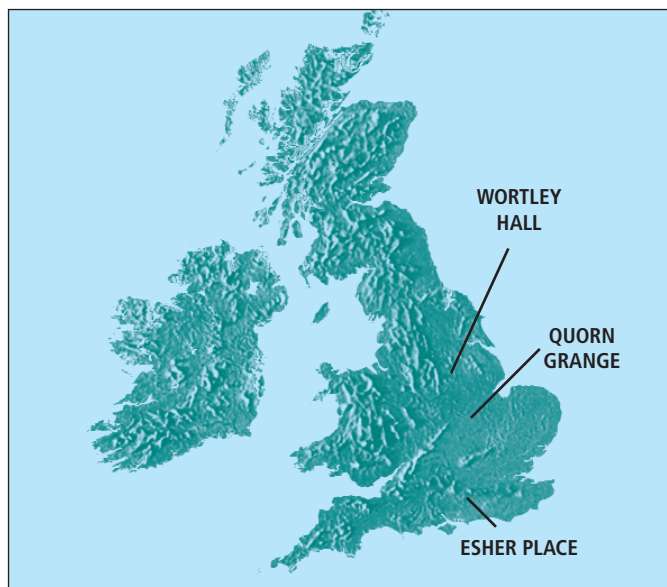
3201	08-Jun-08	13-Jun-08	Esher Place
3225	06-Jul-08	11-Jul-08	Esher Place

Pre-retirement

3136	26-Mar-08	28-Mar-08	Esher Place
3171	07-May-08	09-May-08	Esher Place
3263	27-Aug-08	29-Aug-08	Esher Place

RESIDENTIAL TRAINING

To attend a residential course at Esher Place, Quorn Grange or Wortley Hall, send/fax your completed Education Course Enrolment Form to: **Unite Education Dept, Hayes Court, West Common Road, Hayes, Bromley BR2 7AU. Fax: 020 8315 8524**



- Esher Place,
30 Esher Place Avenue
Esher,
KT10 8PZ

- Quorn Grange,
88 Wood Lane,
Quorn
Leicestershire,
LE12 8DB

- Wortley Hall,
Wortley,
Sheffield
South Yorkshire,
S35 7DB



REGIONAL NON-RESIDENTIAL TRAINING

To attend a regional non-residential course send/fax your completed Education Course Enrolment Form directly to the appropriate regional office where the course is scheduled.

ABERDEEN – REGION 8

83 Crown Street
Aberdeen AB11 6EX
Tel: 01224 588771
Fax: 01224 588775

BANGOR – REGION 10

270 High Street
Bangor, Gwynedd LL57 1PD
Tel: 01248 362098
Fax: 01248 371323

BELFAST – REGION 9

26-34 Antrim Road
Belfast BT15 2AA
Tel: 028 907 47871
Fax: 028 907 48052

BRISTOL – REGION 5

Eden Office Park
63 Macrae Road
Ham Green
Bristol BS20 0DD
Tel: 01275 3700 00
Fax: 01275 3700 37

DERBY – REGION 2

Unit 2, Pride Point
Pride Park, Derby DE24 8BX
Tel: 01332 346617
Fax: 01332 202764

DUBLIN – REGION 9

5 Whitefriars
Aungier Street, Dublin 2
Tel: 00 3531 478 4141/4750129
Fax: 00 3531 475 0131

DUNDEE – REGION 8

17 South Tay Street
Dundee DD1 1NR
Tel: 01382 226268
Fax: 01382 203955

GLASGOW – REGION 8

John Smith House
145-165 West Regent Street

Glasgow G2 4RZ
Tel: 0141 248 7131
Fax: 0141 221 3898

LONDON – REGION 3

33-37 Moreland Street
London EC1V 8HA
Tel: 020 7780 4000
Fax: 020 7780 4142

LUTON – REGION 3

396-398 Dunstable Road
Luton, Bedfordshire LU4 8JT
Tel: 01582 576271
Fax: 01582 580031

MAIDSTONE – REGION 4

6-8 Albion Place
Maidstone, Kent ME14 5DY
Tel: 01622 606760
Fax: 01622 670898

MANCHESTER & SOUTHPORT – REGION 7

Parkgates, Bury New Road
Prestwich, Manchester M25 0JW
Tel: 0161 798 8976
Fax: 0161 798 9109

MOLD – REGION 10

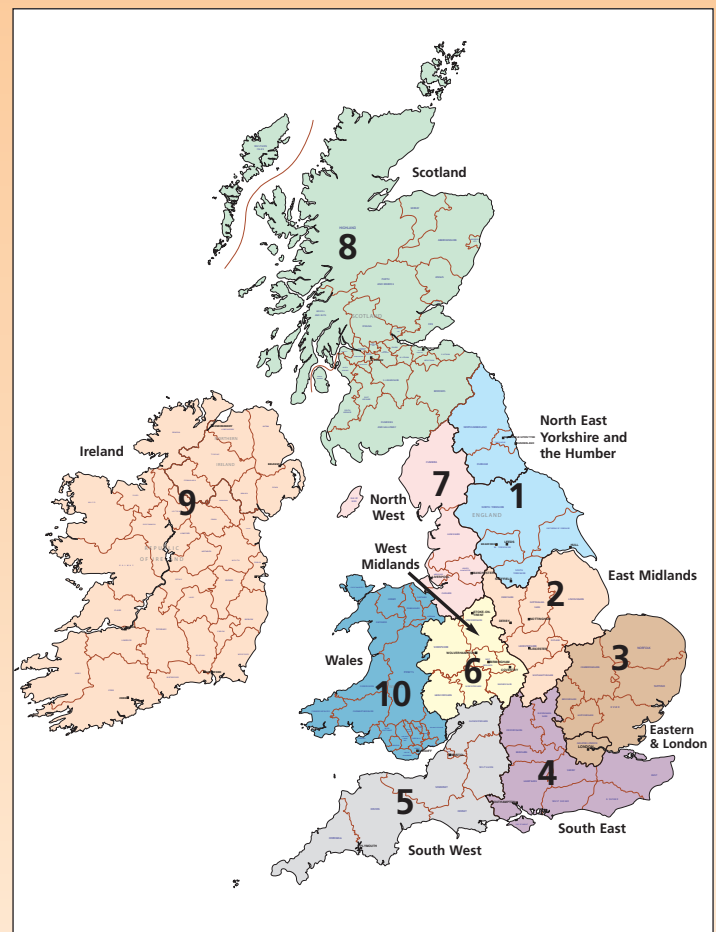
43-47 High Street
Mold, Flintshire CH7 1BQ
Tel: 01352 755711
Fax: 01352 757787

NEEDHAM MARKET – REGION 3

Unit 6 Maitland Road
Lion Barn Business Park
Needham Market
Ipswich, Suffolk IP6 8NW
Tel: 01449 723387
Fax: 01449 723389

NEWCASTLE – REGION 1

Transport House, John Dobson
Street, Newcastle, NE1 8TW
Tel: 0191 260 3777
Fax: 0191 260 5188



PLYMOUTH – REGION 5

Envoy House
61 Longbridge Road
Plymouth
Devon PL6 8LU
Tel: 01752 675970
Fax: 01752 675989

SHEFFIELD – REGION 1

204 Meadow Hall Road
Sheffield
South Yorkshire S9 1BN
Tel: 0114 243 5672
Fax: 0114 244 7490

SOUTHAMPTON – REGION 4

Hatch Lodge,
27 High Street, West End
Southampton, Hants SO30 3AA
Tel: 023 8047 4688
Fax: 023 8047 7402

SWANSEA – REGION 10

North Hill
7 St James Crescent
Swansea SA1 6DZ
Tel: 01792 470434
Fax: 01792 478249

WAKEFIELD – REGION 1

Citrine House
Borough Road
Wakefield
West Yorkshire WF1 3AZ
Tel: 01924 371765
Fax: 01924 290327

WEST BROMWICH, COVENTRY & STOKE – REGION 6

Terry Duffy House
Thomas Street
West Bromwich B70 6NT
Tel: 0121 569 8900
Fax: 0121 569 8910

Feedback from courses



**'I felt completely at ease
and relaxed'**

**'Experienced tutors were
very helpful...'**

**'...very well equipped
training rooms'**

**'Back at work the knowledge
has proved invaluable.'**

**'I particularly liked the
many group and
syndicate activities'**



**'The pace of the course
was just right'**

**'Now I feel part of a team
and help is always there'**

