

# Amicus Education & Training Courses 2007

Continuing the expansion of the union's training programmes to support representatives, five new courses and one pilot course have been added to the Amicus portfolio for 2007.

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 2007 courses looks like this



## INDUSTRIAL RELATIONS

Workplace representatives – stage 1  
 Workplace representatives – stage 2  
 Workplace representatives – stage 3  
*New* – Workplace representatives – stage 4  
 Advocacy skills  
 Human resource management – stage 1  
*New* – 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  
*New* – Foundation in Environmental Management  
 Working at height

## EQUAL OPPORTUNITIES

Equality and Diversity  
 Discrimination and disability  
 Leadership for black and ethnic minority representatives  
 Stress, harassment, and bullying  
 Women's Week

## EMPLOYMENT LAW

Employment law – stage 1  
 Employment law – stage 2  
*New* – 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  
*Pilot* – 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  
*New* – 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 or to enquire about the development of sector specific training programmes please contact

**The Education Department, Hayes Court, Bromley, Kent BR2 7AU. Tel: 0208 462 7755 Fax: 0208 315 8524 Email: [education@amicustheunion.org](mailto:education@amicustheunion.org)**

# Amicus Education & Training Courses

Course ID	Start Date	End Date	Venue
<b>INDUSTRIAL RELATIONS</b>			
<b>Workplace representatives – stage 1</b>			
2576	15-Jan-07	19-Jan-07	Esher
2682	16-Jan-07	19-Jan-07	Manchester
2685	23-Jan-07	26-Jan-07	Glasgow
2683	23-Jan-07	26-Jan-07	Newcastle
2684	23-Jan-07	26-Jan-07	Moreland Street
2591	29-Jan-07	02-Feb-07	Quorn
2688	30-Jan-07	02-Feb-07	Needham
2686	30-Jan-07	02-Feb-07	Derby
2687	30-Jan-07	02-Feb-07	West Bromwich
2599	05-Feb-07	09-Feb-07	Wortley
2689	06-Feb-07	09-Feb-07	Southport
2690	06-Feb-07	09-Feb-07	Wakefield
2577	12-Feb-07	16-Feb-07	Esher
2691	13-Feb-07	16-Feb-07	Swansea
2692	20-Feb-07	23-Feb-07	Bristol
2693	20-Feb-07	23-Feb-07	Aberdeen
2592	26-Feb-07	02-Mar-07	Quorn
2695	27-Feb-07	02-Mar-07	Belfast
2694	27-Feb-07	02-Mar-07	Southampton
2578	05-Mar-07	09-Mar-07	Esher
2696	06-Mar-07	09-Mar-07	Bangor
2579	12-Mar-07	16-Mar-07	Esher
2697	13-Mar-07	16-Mar-07	Newcastle
2698	13-Mar-07	16-Mar-07	Dundee
2600	19-Mar-07	23-Mar-07	Wortley
2700	27-Mar-07	30-Mar-07	Sheffield
2699	27-Mar-07	30-Mar-07	Stoke
2580	16-Apr-07	20-Apr-07	Esher
2701	17-Apr-07	20-Apr-07	Needham
2702	24-Apr-07	27-Apr-07	Belfast
2703	24-Apr-06	27-Apr-06	Moreland Street
2705	24-Apr-07	27-Apr-07	Southport
2704	24-Apr-07	27-Apr-07	Plymouth
2593	30-Apr-07	04-May-07	Quorn
2601	30-Apr-07	04-May-07	Wortley
2706	15-May-07	18-May-07	Manchester
2708	22-May-07	25-May-07	Glasgow
2707	22-May-07	25-May-07	West Bromwich
2581	04-Jun-07	08-Jun-07	Esher
2709	05-Jun-07	08-Jun-07	Newcastle
2594	11-Jun-07	15-Jun-07	Quorn
2710	12-Jun-07	15-Jun-07	Derby
2711	12-Jun-07	15-Jun-07	Needham
2712	12-Jun-07	15-Jun-07	Bristol
2713	19-Jun-07	22-Jun-07	Wakefield
2602	25-Jun-07	29-Jun-07	Wortley
2582	25-Jun-07	29-Jun-07	Esher
2714	26-Jun-07	29-Jun-07	Mold
2583	09-Jul-07	13-Jul-07	Esher
2715	10-Jul-07	13-Jul-07	Swansea
2603	23-Jul-07	27-Jul-07	Wortley
2716	24-Jul-07	27-Jul-07	Moreland Street
2584	30-Jul-07	03-Aug-07	Esher
2719	07-Aug-07	10-Aug-07	Southport
2717	07-Aug-07	10-Aug-07	Swansea
2718	07-Aug-07	10-Aug-07	Wakefield
2720	14-Aug-07	17-Aug-07	Needham
2585	20-Aug-07	24-Aug-07	Esher
2595	20-Aug-07	24-Aug-07	Quorn

Course ID	Start Date	End Date	Venue
2721	21-Aug-07	24-Aug-07	Coventry
2586	03-Sep-07	07-Sep-07	Esher
2722	04-Sep-07	07-Sep-07	Newcastle
2596	10-Sep-07	14-Sep-07	Quorn
2723	11-Sep-07	14-Sep-07	Plymouth
2724	11-Sep-07	14-Sep-07	Belfast
2604	17-Sep-07	21-Sep-07	Wortley
2726	18-Sep-07	21-Sep-07	Manchester
2725	18-Sep-07	21-Sep-07	West Bromwich
2727	25-Sep-07	28-Sep-07	Sheffield
2728	25-Sep-07	28-Sep-07	Southampton
2729	02-Oct-07	05-Oct-07	Glasgow
2587	08-Oct-07	12-Oct-07	Esher
2597	08-Oct-07	12-Oct-07	Quorn
2730	09-Oct-07	12-Oct-07	Maidstone
2731	23-Oct-07	26-Oct-07	Belfast
2588	05-Nov-07	09-Nov-07	Esher
2732	06-Nov-07	09-Nov-07	Sheffield
2733	06-Nov-07	09-Nov-07	Glasgow
2598	12-Nov-07	16-Nov-07	Quorn
2737	13-Nov-07	16-Nov-07	Bristol
2735	13-Nov-07	16-Nov-07	Needham
2736	13-Nov-07	16-Nov-07	Swansea
2589	19-Nov-07	23-Nov-07	Esher
2734	20-Nov-07	23-Nov-07	Derby
2739	20-Nov-07	23-Nov-07	Manchester
2738	20-Nov-07	23-Nov-07	Newcastle
2605	26-Nov-07	30-Nov-07	Wortley
2590	03-Dec-07	07-Dec-07	Esher
2740	04-Dec-07	07-Dec-07	Wakefield
2742	11-Dec-07	14-Dec-07	Southport
2741	11-Dec-07	14-Dec-07	Derby
2743	11-Dec-07	14-Dec-07	West Bromwich

<b>Workplace representatives – stage 2</b>			
2622	15-Jan-07	19-Jan-07	Wortley
2606	29-Jan-07	02-Feb-07	Esher
2616	19-Feb-07	23-Feb-07	Quorn
2744	13-Mar-07	16-Mar-07	Derby
2607	26-Mar-07	30-Mar-07	Esher
2623	16-Apr-07	20-Apr-07	Wortley
2745	17-Apr-07	20-Apr-07	Newcastle
2617	23-Apr-07	27-Apr-07	Quorn
2746	24-Apr-07	27-Apr-07	Wakefield
2608	14-May-07	18-May-07	Esher
2747	05-Jun-07	08-Jun-07	Manchester
2609	11-Jun-07	15-Jun-07	Esher
2618	18-Jun-07	22-Jun-07	Quorn
2748	26-Jun-07	29-Jun-07	West Bromwich
2624	09-Jul-07	13-Jul-07	Wortley
2749	10-Jul-07	13-Jul-07	Bristol
2750	17-Jul-07	20-Jul-07	Glasgow
2610	23-Jul-07	27-Jul-07	Esher
2611	06-Aug-07	10-Aug-07	Esher
2619	13-Aug-07	17-Aug-07	Quorn
2612	03-Sep-07	07-Sep-07	Esher
2751	04-Sep-07	07-Sep-07	Swansea
2752	11-Sep-07	14-Sep-07	Needham
2753	18-Sep-07	21-Sep-07	Moreland Street
2620	24-Sep-07	28-Sep-07	Quorn

Course ID	Start Date	End Date	Venue
2625	15-Oct-07	19-Oct-07	Wortley
2754	23-Oct-07	26-Oct-07	Southampton
2613	29-Oct-07	02-Nov-07	Esher
2621	19-Nov-07	23-Nov-07	Quorn
2614	19-Nov-07	23-Nov-07	Esher
2615	26-Nov-07	30-Nov-07	Esher
2755	04-Dec-07	07-Dec-07	Belfast

### Workplace representatives – stage 3

2628	22-Jan-07	26-Jan-07	Quorn
2626	19-Mar-07	23-Mar-07	Esher
2629	04-Jun-07	08-Jun-07	Quorn
2630	16-Jun-07	20-Jun-07	Quorn
2627	08-Oct-07	12-Oct-07	Esher

### Workplace representatives – stage 4

2632	17-Sep-07	21-Sep-07	Quorn
2631	22-Oct-07	26-Oct-07	Esher
2633	10-Dec-07	14-Dec-07	Quorn

### Advocacy skills

2426	12-Mar-07	16-Mar-07	Esher
2427	16-Jul-07	20-Jul-07	Esher

### Human resource management – stage 1

2469	19-Feb-07	23-Feb-07	Esher
2471	25-Jun-07	29-Jun-07	Quorn
2470	24-Sep-07	28-Sep-07	Esher
2472	26-Nov-07	30-Nov-07	Quorn

### Human resource management – stage 2

2475	19-Mar-07	23-Mar-07	Quorn
2473	23-Jul-07	27-Jul-07	Esher
2476	10-Sep-07	14-Sep-07	Quorn
2474	10-Dec-07	14-Dec-07	Esher

### Lifelong Learning – stage 1

2483	05-Feb-07	09-Feb-07	Ruskin
2484	26-Mar-07	30-Mar-07	Ruskin
2760	16-Apr-07	20-Apr-07	Ruskin
2485	04-Jun-07	08-Jun-07	Ruskin
2486	03-Sep-07	07-Sep-07	Ruskin
2487	29-Oct-07	02-Nov-07	Ruskin

### Lifelong Learning – stage 2

2488	12-Feb-07	16-Feb-07	Ruskin
2761	14-May-07	18-May-07	Ruskin
2490	17-Sep-07	21-Sep-07	Ruskin
2489	15-Oct-07	19-Oct-07	Ruskin
2491	26-Nov-07	30-Nov-07	Ruskin

### Organising in the workplace

2517	12-Feb-07	16-Feb-07	Quorn
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Course ID	Start Date	End Date	Venue
2515	21-May-07	23-May-07	Esher
2518	06-Aug-07	10-Aug-07	Quorn
2516	17-Sep-07	19-Sep-07	Esher

### HEALTH & SAFETY

#### Working safely/Risk assessment

2566	06-Jan-07	08-Jan-07	Quorn
2555	22-Jan-07	26-Jan-07	Esher
2649	29-Jan-07	02-Feb-07	Swansea
2556	29-Jan-07	02-Feb-07	Esher
2557	05-Feb-07	09-Feb-07	Esher
2650	05-Feb-07	09-Feb-07	Belfast
2651	12-Feb-07	16-Feb-07	Newcastle
2652	19-Feb-07	23-Feb-07	Sheffield
2571	26-Feb-07	02-Mar-07	Wortley
2653	26-Feb-07	02-Mar-07	Needham
2655	05-Mar-07	09-Mar-07	Bristol
2654	05-Mar-07	09-Mar-07	Wakefield
2656	12-Mar-07	16-Mar-07	Manchester
2567	12-Mar-07	16-Mar-07	Quorn
2657	19-Mar-07	23-Mar-07	Moreland Street
2658	26-Mar-07	30-Mar-07	Southampton
2659	16-Apr-07	20-Apr-07	Glasgow
2558	23-Apr-07	27-Apr-07	Esher
2660	14-May-07	18-May-07	Plymouth
2568	21-May-07	25-May-07	Quorn
2661	21-May-07	25-May-07	Derby
2559	21-May-07	25-May-07	Esher
2572	04-Jun-07	08-Jun-07	Wortley
2662	18-Jun-07	22-Jun-07	Newcastle
2560	02-Jul-07	06-Jul-07	Esher
2664	02-Jul-07	06-Jul-07	Wakefield
2663	02-Jul-07	06-Jul-07	Maidstone
2665	09-Jul-07	13-Jul-07	Needham
2666	16-Jul-07	20-Jul-07	Derby
2667	16-Jul-07	20-Jul-07	West Bromwich
2569	23-Jul-07	27-Jul-07	Quorn
2668	23-Jul-07	27-Jul-07	Southport
2669	30-Jul-07	03-Aug-07	Bristol
2561	06-Aug-07	10-Aug-07	Esher
2670	13-Aug-07	17-Aug-07	Glasgow
2562	20-Aug-07	24-Aug-07	Esher
2671	20-Aug-07	24-Aug-07	Swansea
2672	03-Sep-07	07-Sep-07	Wakefield
2573	10-Sep-07	14-Sep-07	Wortley
2563	17-Sep-07	21-Sep-07	Esher
2570	17-Sep-07	21-Sep-07	Quorn
2673	24-Sep-07	28-Sep-07	Belfast
2674	01-Oct-07	05-Oct-07	Plymouth
2675	01-Oct-07	05-Oct-07	Newcastle
2574	01-Oct-07	05-Oct-07	Wortley
2676	08-Oct-07	12-Oct-07	Derby
2564	22-Oct-07	26-Oct-07	Esher
2677	22-Oct-07	26-Oct-07	West Bromwich
2575	12-Nov-07	16-Nov-07	Wortley
2678	19-Nov-07	23-Nov-07	Belfast
2679	26-Nov-07	30-Nov-07	Glasgow
2565	26-Nov-07	30-Nov-07	Esher
2680	03-Dec-07	07-Dec-07	Moreland Street
2681	03-Dec-07	07-Dec-07	Needham

# Amicus Education & Training Courses

Course ID	Start Date	End Date	Venue
<b>Managing safely</b>			
2492	15-Jan-07	19-Jan-07	Esher
2507	12-Feb-07	16-Feb-07	Wortley
2493	19-Feb-07	23-Feb-07	Esher
2501	05-Mar-07	09-Mar-07	Quorn
2494	19-Mar-07	23-Mar-07	Esher
2502	16-Apr-07	20-Apr-07	Quorn
2495	30-Apr-07	04-May-07	Esher
2508	11-Jun-07	15-Jun-07	Wortley
2496	25-Jun-07	29-Jun-07	Esher
2497	16-Jul-07	20-Jul-07	Esher
2509	30-Jul-07	03-Aug-07	Wortley
2498	13-Aug-07	17-Aug-07	Esher
2503	20-Aug-07	24-Aug-07	Quorn
2499	03-Sep-07	07-Sep-07	Esher
2648	08-Oct-07	12-Oct-07	Belfast
2510	08-Oct-07	12-Oct-07	Wortley
2500	08-Oct-07	12-Oct-07	Esher
2504	15-Oct-07	19-Oct-07	Quorn
2505	05-Nov-07	09-Nov-07	Quorn
2511	03-Dec-07	07-Dec-07	Wortley
2506	03-Dec-07	07-Dec-07	Quorn

<b>Organising for health and safety</b>			
2513	19-Feb-07	23-Feb-07	Quorn
2514	18-Jun-07	22-Jun-07	Quorn

<b>Incident management &amp; investigation</b>			
2478	05-Mar-07	09-Mar-07	Esher
2479	04-Jun-07	08-Jun-07	Esher
2480	10-Sep-07	14-Sep-07	Esher

<b>Stress management</b>			
2538	09-May-07	11-May-07	Esher
2539	31-Oct-06	02-Nov-06	Esher

<b>Women's health and safety</b>			
2551	09-May-07	11-May-07	Esher
2552	02-Jul-07	04-Jul-07	Quorn

<b>Foundation in environmental management</b>			
2764	05-Mar-07	09-Mar-07	Esher
2465	04-Jun-07	08-Jun-07	Esher

<b>Working at height</b>			
2553	26-Feb-07	27-Feb-07	Quorn
2554	29-Aug-07	30-Aug-07	Quorn

<b>EQUALITY AND DIVERSITY</b>			
<b>Equality and diversity at work</b>			
2466	05-Feb-07	09-Feb-07	Esher
2636	27-Feb-07	02-Mar-07	Derby
2637	06-Mar-07	09-Mar-07	West Bromwich

Course ID	Start Date	End Date	Venue
2638	20-Mar-07	23-Mar-07	Swansea
2639	15-May-07	18-May-07	Wakefield
2640	05-Jun-07	08-Jun-07	Belfast
2641	12-Jun-07	15-Jun-07	Glasgow
2642	26-Jun-07	29-Jun-07	Moreland Street
2467	16-Jul-07	20-Jul-07	Esher
2643	04-Sep-07	07-Sep-07	Bristol
2644	25-Sep-07	28-Sep-07	Newcastle
2645	23-Oct-07	26-Oct-07	Needham
2646	06-Nov-07	09-Nov-07	Manchester
2468	12-Nov-07	16-Nov-07	Esher
2647	27-Nov-07	30-Nov-07	Southampton

<b>Discrimination and disability</b>			
2444	09-Jul-07	11-Jul-07	Esher

<b>Leadership for black and ethnic minority representatives</b>			
2482	18-Jun-07	22-Jun-07	Esher

<b>Stress, harassment and bullying</b>			
2540	15-Jan-07	17-Jan-07	Esher
2541	11-Apr-07	13-Apr-07	Esher
2542	30-May-07	01-Jun-07	Esher
2543	29-Oct-07	31-Oct-07	Esher

<b>Women's week</b>			
2519	23-Apr-07	27-Apr-07	Esher

<b>EMPLOYMENT LAW</b>			
<b>Employment law – stage 1</b>			
2445	08-Jan-07	12-Jan-07	Esher
2446	12-Feb-07	16-Feb-07	Esher
2447	23-Apr-07	27-Apr-07	Esher
2448	18-Jun-07	22-Jun-07	Esher
2449	09-Jul-07	13-Jul-07	Esher
2450	13-Aug-07	17-Aug-07	Esher
2451	10-Sep-07	14-Sep-07	Esher
2452	24-Sep-07	28-Sep-07	Esher
2453	15-Oct-07	19-Oct-07	Esher
2454	10-Dec-07	14-Dec-07	Esher

<b>Employment law – stage 2</b>			
2455	22-Jan-07	26-Jan-07	Esher
2456	05-Feb-07	09-Feb-07	Esher
2457	19-Mar-07	23-Mar-07	Esher
2458	30-Apr-07	04-May-07	Esher
2459	25-Jun-07	29-Jun-07	Esher
2460	30-Jul-07	03-Aug-07	Esher
2461	22-Oct-07	26-Oct-07	Esher

Course ID	Start Date	End Date	Venue
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Course ID.	Start Date	End Date	Venue
<b>Employment law – stage 3</b>			
2462	17-Sep-07	21-Sep-07	Esher
2463	01-Oct-07	05-Oct-07	Esher
2464	05-Nov-07	09-Nov-07	Esher

<b>FINANCE</b>			
<b>Understanding company accounts and company law</b>			
2548	02-Jul-07	06-Jul-07	Quorn
2547	03-Dec-07	07-Dec-07	Esher

<b>Trade unions and the economy</b>			
2545	16-Apr-07	19-Apr-07	Quorn
2544	05-Nov-07	08-Nov-07	Esher

<b>PENSIONS</b>			
<b>Pensions – stage 1</b>			
2523	08-Jan-07	12-Jan-07	Esher
2524	12-Mar-07	16-Mar-07	Esher
2525	21-May-07	25-May-07	Esher
2526	30-Jul-07	03-Aug-07	Esher
2527	24-Sep-07	28-Sep-07	Esher
2528	29-Oct-07	02-Nov-07	Esher
2529	26-Nov-07	30-Nov-07	Esher

<b>Pensions – stage 2</b>			
2530	29-Jan-07	02-Feb-07	Esher
2531	26-Mar-07	30-Mar-07	Esher
2532	18-Jun-07	22-Jun-07	Esher
2533	20-Aug-07	24-Aug-07	Esher
2534	01-Oct-07	05-Oct-07	Esher
2535	12-Nov-07	16-Nov-07	Esher

<b>PERSONAL DEVELOPMENT</b>			
<b>Communication and development skills</b>			
2758	07-Feb-07	07-Feb-07	Darlington
2759	08-Feb-07	08-Feb-07	Newcastle
2432	05-Mar-07	09-Mar-07	Quorn
2428	14-May-07	18-May-07	Esher
2433	09-Jul-07	13-Jul-07	Quorn
2429	01-Oct-07	05-Oct-07	Esher
2430	19-Nov-07	23-Nov-07	Esher
2431	10-Dec-07	14-Dec-07	Esher

<b>Mentoring and coaching</b>			
2512	26-Feb-07	28-Feb-07	Esher

<b>Assertiveness and empathetic skills</b>			
2769	15-Oct-07	17-Oct-07	Quorn

<b>POLITICAL</b>			
<b>Understanding politics</b>			
2549	19-Feb-07	23-Feb-07	Esher
2550	11-Jun-07	15-Jun-07	Esher

Course ID.	Start Date	End Date	Venue
<b>INFORMATION TECHNOLOGY</b>			
<b>Computer skills – stage 1</b>			
2434	08-Jan-07	12-Jan-07	Esher
2435	16-Apr-07	20-Apr-07	Esher
2436	13-Aug-07	17-Aug-07	Esher
2437	12-Nov-07	16-Nov-07	Esher

<b>Computer skills – stage 2</b>			
2438	12-Feb-07	16-Feb-07	Esher
2439	14-May-07	18-May-07	Esher
2440	10-Sep-07	14-Sep-07	Esher

<b>Computer skills – stage 3</b>			
2441	26-Mar-07	30-Mar-07	Esher
2442	15-Oct-07	19-Oct-07	Esher
2443	03-Dec-07	07-Dec-07	Esher

<b>COURSES FOR MEMBERS</b>			
<b>Young members</b>			
2634	11-Jun-07	15-Jun-07	Esher

<b>Pre-retirement</b>			
2536	30-May-07	01-Jun-07	Esher
2537	29-Aug-07	31-Aug-07	Esher



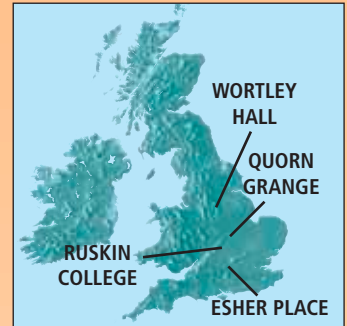
# Training locations



## RESIDENTIAL TRAINING

To attend a residential course at Esher Place, Quorn Grange, Wortley Hall, or Ruskin College, send/fax your completed Education Course Enrolment Form to: Amicus 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
- Ruskin College, Stoke House, Conference Centre, Old Headington, Oxford OX1 2HE



## 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 10

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

### BANGOR – REGION 12

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

### BELFAST – REGION 11

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

### BRISTOL – REGION 7

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

### DERBY – REGION 3

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

### DUBLIN – REGION 11

5 Whitefriars  
Aungier Street, Dublin 2  
Tel: 00 3531 478 4141/4750129  
Fax: 003531475 0131

### DUNDEE – REGION 10

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

### GLASGOW – REGION 10

John Smith House  
145-165 West Regent Street  
Glasgow G2 4RZ  
Tel: 0141 248 7131  
Fax: 0141 221 3898

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

### LONDON – REGION 5

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

### LUTON – REGION 4

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

### MAIDSTONE – REGION 6

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

### MANCHESTER & SOUTHPORT – REGION 9

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

### MOLD – REGION 12

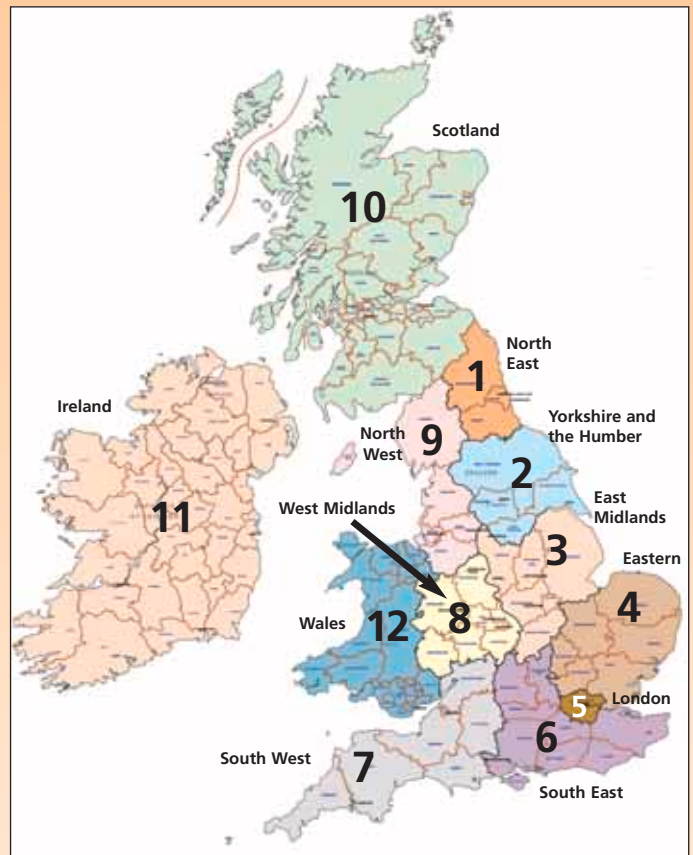
43-47 High Street  
Mold, Flintshire CH7 1BQ  
Tel: 01352 755711  
Fax: 01352 757787

### NEEDHAM MARKET – REGION 4

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

### NEWCASTLE – REGION 1

3 Park Drive, Forest Hall  
Newcastle Upon Tyne NE12 9JN  
Tel: 0191 266 7116  
Fax: 0191 215 0547



### PLYMOUTH – REGION 7

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

### SHEFFIELD – REGION 2

Sovereign Court  
300 Barrow Road  
Sheffield  
South Yorkshire S9 1JQ  
Tel: 0114 243 5672  
Fax: 0114 244 7490

### SOUTHAMPTON – REGION 6

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

### SWANSEA – REGION 12

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

### WAKEFIELD – REGION 2

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

### WEST BROMWICH, COVENTRY & STOKE – REGION 8

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'**

