

# 2020 TRAINING CALENDAR



## JANUARY

08/01/20 - Coaching Skills for Managers  
21/01/20 - Equality, Discrimination and Difficult Conversations

## FEBRUARY

06/02/20 - Management Essentials  
25/02/20 - Presentation Skills

## MARCH

11/03/20 - Team Development and Motivation  
24/03/20 - Delivering Excellent Customer Service  
26/03/20 - Recruitment and Selection

## APRIL

15/04/20 - Resilience and Wellbeing  
21/04/20 - How to Make More Sales  
29/04/20 - Performance Appraisals and Capability Management

## MAY

12/05/20 - Attendance Management  
13/05/20 - Assertiveness and Influencing  
21/05/20 - Managing Investigations

## JUNE

03/06/20 - Managing Disciplinary Procedures  
17/06/20 - Conflict Management and Grievances

## JULY

02/07/20 - Coaching Skills for Managers  
07/07/20 - Equality, Discrimination and Difficult Conversations

## AUGUST

05/08/20 - Presentation Skills  
12/08/20 - Transforming Stress and Building Resilience  
20/08/20 - Management Essentials

## SEPTEMBER

08/09/20 - Team Development and Motivation  
17/09/20 - Recruitment and Selection  
23/09/20 - Delivering Excellent Customer Service

## OCTOBER

08/10/20 - How to Make More Sales  
14/10/20 - Resilience and Wellbeing  
15/10/20 - Performance Appraisals and Capability Management

## NOVEMBER

11/11/20 - Attendance Management  
17/11/20 - Assertiveness and Influencing  
26/11/20 - Managing Investigations

## DECEMBER

01/12/20 - Managing Disciplinary Procedures  
09/12/20 - Conflict Management and Grievances

### COURSE FEES

£219 + VAT per delegate or ask about our Training Credits to save up to 40%. In-house training costs on application.

### LOCATION

All courses are held at our office:  
AHR Consultants  
Suite 5  
Bloxam Court  
Rugby  
CV21 2DU

### HOW TO BOOK

Email [marketing@ahrconsultants.co.uk](mailto:marketing@ahrconsultants.co.uk), call 0345 076 2288, or visit [www.ahrconsultants.co.uk/training](http://www.ahrconsultants.co.uk/training).