

Griffin College

HQ Address: Abbey Business Centre, Abbey Street, Kilkenny, R95 A327.

HQ Tel: 01 7030403 LoCall 1890 454 454 Mobile: 085 8672258

HQ Email: info@griffin-college.com



Griffin College

Updated - 20th August 2017

Griffin College runs public courses in Dublin, Cork, Galway, Limerick and Kilkenny.

Griffin College also offers courses to organisations and individuals both on a one-to-one basis and in-house. Details of these are on the next two pages

These courses can be run at your premises anywhere in Ireland as agreed

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Training Course Fees and Details (start dates are ongoing). E&OE. Full Terms and Conditions on request.

Note 1: We reserve the right to change any details herein at any time without notice

Note 2: Fees are per person. Corporate discount may be available for more than 2 participants.

Note 3: Fees **exclude** membership, registration and examination fees due to any accreditation or examination body.

Other and Daytime Courses

These Courses Can Be Delivered At Your Premises Anywhere in Ireland

Ref	Course	Length	Day		
COMMUNICATIONS COURSES					
GCOLPRES	A1 Presentation Skills	1 Day	As agreed		
GTBasicCom	Basic Communications Skills	1 Day	As agreed		
GTAdCom	Advanced Communications Skills	1 Day	As agreed		
GTBusWrite	Business Writing	1 Day	As agreed		
GTEmailCom	Email Communications	1 Day	As agreed		
GTTelCom	Telephonic Communication Skills	1 Day	As agreed		
SALES, MARETING AND CUSTOMER SERVICE COURSES					
GTCCIntro	Introduction to Customer Care	1 Day	As agreed		
GTCCTel	Customer Care For Telephone Support Staff	1 Day	As agreed		
GTIrate	Dealing with Irate Customers	1 Day	As agreed		
GTBSales	Basic Sales Techniques	1 Day	As agreed		
GTColdCall	Cold Calling Skills	1 Day	As agreed		
GTFace2Face	Face-To-Face Retail Sales Skills	1 Day	As agreed		
GCOLMARK-E	Marketing - Essentials Course	1 Day	As agreed		
GCOLDM	Direct Marketing Skills	1 Day	As agreed		
GCOLDiM-E	Digital /Social Networks Marketing - Essentials Course	1 Day	As agreed		
HR COURSES					
GTStess	Managing Stress in the Workplace	1 Day	As agreed		
GTPerform	Performance Management and Appraisal	1 Day	As agreed		
GTDevelop	Personal Development	1 Day	As agreed		
GTPEffect	Personal Effectiveness	1 Day	As agreed		
GTAnti-Dis	Anti-Desiscrimination Skills	1 Day	As agreed		
CTConflict	Conflict Handling and Resolution	1 Day	As agreed		
CTDiversity	Diversity Awareness	1 Day	As agreed		
GTInterview	Interviewing Selecting and Retaining Talent	1 Day	As agreed		
GTAssert	Assertiveness Skills	1 Day	As agreed		
LEADERSHIP AND MANAGEMENT COURSES					
GCOLSP-E	Strategic Planning - Essentials Course	1 Day	As agreed		
GCOLBP-E	Business Plans - Essentials Course	1 Day	As agreed		
GTSupervise	Supervisory Skills	1 Day	As agreed		
GCOLMEET	Managing Meetings	1 Day	As agreed		
GCOLMIME	Time Management	1 Day	As agreed		
GCOLMOT	Motivating to perform in the workplace	1 Day	As agreed		
GCOLSTRESS	Managing stress in the workplace	1 Day	As agreed		
GCOLTBS	Team-Building	1 Day	As agreed		
GCOLCIN	Creativity and Innovation	1 Day	As agreed		
GCOLUCHA	Understanding Change in the Workplace	1 Day	As agreed		
GCOLPROB	Solving Problems and Making Decisions	1 Day	As agreed		
GCOLLAM	Understanding Leadership	1 Day	As agreed		
GTNLP	Neuro-Linguistic Programming	1 Day	As agreed		
GTConstruct	Construction Supervisor	1 Day	As agreed		
GTIntercul	Intercultural Communication Skills	1 Day	As agreed		

NOTE 1: Some of these courses have additional City&Guilds/ILM Certification as an option.

NOTE 2 : All City&Guilds/ILM and Pearson certified courses require payment of an additional fee for student registration and certification

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Other and Daytime Courses

These Courses Can Be Delivered At Your Premises Anywhere in Ireland

Ref	Course	Length	Day
IT COURSES			
GCOITEX	IT Skills For Executives	1 Day	As agreed
TSDream	Adobe Dreamweaver Essentials	1 Day	As agreed
TSFlash	Adobe Flash Essentials	1 Day	As agreed
TSIII	Adobe Illustrator Essentials	1 Day	As agreed
TSInDesign	Adobe InDesign Essentials	1 Day	As agreed
TSPHotoshop	Adobe PhotoShop Essentials	1 Day	As agreed
GC WPE	WordPress Essentials	1 Day	As agreed
GC PHP/MySQL	PHP / MySql Essentials	1 Day	As agreed

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EVENING/WEEK-END COURSES IN DUBLIN CITY CENTRE

Ref	Course	Length	Day	Time	Sep 2017	Oct 2017	Nov 2017
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	27 Sep		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Wed	6:30 - 10:00 pm	27 Sep		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		11 Oct	
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm		11 Oct	
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm			01 Nov
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		16 Oct	20 Nov
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30	23 Sep		04 Nov
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30	30 Sep		11 Nov
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Wed	6:30 - 10:00 pm	27 Sep		15 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Thurs	6:30 - 10:00 pm	28 Sep	12 Oct	02 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Thurs	6:30 - 10:00 pm			29 Nov
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	27 Sep	11 Oct	
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm		18 Oct	15 Nov
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	28 Sep		
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm		12 Oct	
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Thurs	6:30 - 10:00 pm			02 Nov
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			29 Nov
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	27 Sep		
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Wed	6:30 - 10:00 pm		11 Oct	
GCOLENVIRO	ILM - Environment and Sustainability - Unit Certificate	4 wks	Wed	6:30 - 10:00 p.m.		18 Oct	
GCOLENUTIL	ILM - Energy and Utilities - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.			15 Nov
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Thurs	6:30 - 10:00 pm	28 Sep		
GCOLFLM	ILM Leadership & Management - Award	5 wks	Thurs	6:30 - 10:00 pm		12 Oct	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	28 Sep		
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm		12 Oct	
Sales/Marketing/Customer Service							
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Thurs	6:30 - 10:00 pm	28 Sep		
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GCOLILMCUS	ILM - Customer Service - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm		12 Oct	
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm		26 Oct	

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* This is the 'top-up' period for holders of the ILM Facilities Management Award to the Certificate.

** This is the 'top-up' period for holders of the ILM Facilities Management Certificate to the Diploma.

SPECIAL REDUCTION IN FEES apply for booking stages of ILM Award-Certificate-Diploma together. Please enquire.

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EVENING/WEEK-END COURSES IN CORK CITY CENTRE

Ref	Course	Length	Day	Time	Sep 2017	Oct 2017	Nov 2017
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	28 Sep		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Tues	6:30 - 10:00 pm	26 Sep		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		11 Oct	
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm		11 Oct	
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm			01 Nov
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		16 Oct	20 Nov
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		07 Oct	18 Nov
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		14 Oct	25 Nov
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Tues	6:30 - 10:00 pm	26 Sep		15 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm	27 Sep	13 Oct	03 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm			30 Nov
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm	28 Sep	12 Oct	
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Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Wed	6:30 - 10:00 pm	28 Sep		
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EVENING/WEEK-END COURSES IN GALWAY CITY CENTRE

Ref	Course	Length	Day	Time	Sep 2017	Oct 2017	Nov 2017
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	27 Sep		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Mon	6:30 - 10:00 pm	25 Sep		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		11 Oct	
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GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
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GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30	30 Sep		11 Nov
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GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Tues	6:30 - 10:00 pm	26 Sep	09 Oct	
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Tues	6:30 - 10:00 pm		31 Oct	07 Nov
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	27 Sep	11 Oct	
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm		18 Oct	15 Nov
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	25 Sep		
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm		09 Oct	
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Tues	6:30 - 10:00 pm		31 Oct	
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			07 Nov
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	27 Sep		
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Wed	6:30 - 10:00 pm		11 Oct	
GCOLENVIRO	ILM - Environment and Sustainability - Unit Certificate	4 wks	Wed	6:30 - 10:00 p.m.		18 Oct	
GCOLENUTIL	ILM - Energy and Utilities - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.			15 Nov
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Tues	6:30 - 10:00 pm	26 Sep		
GCOLFLM	ILM Leadership & Management - Award	5 wks	Tues	6:30 - 10:00 pm		09 Oct	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	26 Sep		
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm		09 Oct	
Sales/Marketing/Customer Service							
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Tues	6:30 - 10:00 pm	28 Sep		
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Tues	6:30 - 10:00 pm		09 Oct	
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Tues	6:30 - 10:00 pm		31 Oct	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	28 Sep		
GCOLILMCIUS	ILM - Customer Service - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm		09 Oct	
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wks	Tues	6:30 - 10:00 pm		31 Oct	

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www.griffin-college.com

Griffin College



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HQ Email: info@griffin-college.com

Updated - 20th August 2017

Griffin College

Training Course Fees and Details (start dates are ongoing). E&OE. Full Terms and Conditions on request.

Note 1: We reserve the right to change any details herein at any time without notice

Note 2: Fees are per person. Corporate discount may be available for more than 2 participants.

Note 3: Fees **exclude** membership, registration and examination fees due to any accreditation or examination body.

EVENING/WEEK-END COURSES IN LIMERICK CITY CENTRE

Ref	Course	Length	Day	Time	Sep 2017	Oct 2017	Nov 2017
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	28 Sep		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Tues	6:30 - 10:00 pm	26 Sep		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		11 Oct	
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm		11 Oct	
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		18 Oct	
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm			01 Nov
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am / 4:30pm	30 Sep	21 Oct	25 Nov
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		02 Oct	06 Nov
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		16 Oct	20 Nov
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		07 Oct	18 Nov
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		14 Oct	25 Nov
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Tues	6:30 - 10:00 pm	26 Sep		15 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm	27 Sep	13 Oct	03 Nov
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm			30 Nov
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm	28 Sep	12 Oct	
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm		19 Oct	16 Nov
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	28 Sep		
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm		12 Oct	
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Wed	6:30 - 10:00 pm			02 Nov
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			29 Nov
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	28 Sep		
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm		12 Oct	
GCOLENVIRO	ILM - Environment and Sustainability - Unit Certificate	4 wks	Thurs	6:30 - 10:00 p.m.		19 Oct	
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