

# Griffin College

**Address:** Abbey Business Centre, Abbey Street, Kilkenny, R95 A327.  
**Tel:** 01 7030403 LoCall 1890 454 454 Mobile: 085 8672258  
**Email:** [info@griffin-college.com](mailto:info@griffin-college.com)



**Updated - 21st August 2018**

Griffin College 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

[www.griffin-college.com](http://www.griffin-college.com)

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

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## Other and Daytime Courses

### All Parts of England, Scotland, Northern Ireland and Wales

Ref	Course	Length	Day		
<b>COMMUNICATIONS COURSES</b>					
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		
<b>SALES, MARETING AND CUSTOMER SERVICE COURSES</b>					
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		
TSPGDipMark	Postgraduate Diploma in Marketing - CIM	Includes tutorial support, student registration and certification			
TSPProfCerMark	Professional Certificate in Marketing - CIM	Includes tutorial support, student registration and certification			
TSPProfDipMark	Professional Diploma in Marketing - CIM	Includes tutorial support, student registration and certification			
<b>HR COURSES</b>					
GTStress	Managing Stress in the Workplace	1 Day	As agreed		
GTPPerform	Performance Management and Appraisal	1 Day	As agreed		
GTPDevelop	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		
<b>LEADERSHIP AND MANAGEMENT COURSES</b>					
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		
GCOLMTIME	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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Ref	Course	Length	Day
<b>IT COURSES</b>			
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
TSPotoshop	Adobe PhotoShop Essentials	1 Day	As agreed
GC WPE	WordPress Essentials	1 Day	As agreed
GC PHP/MySQ	PHP / MySql Essentials	1 Day	As agreed
TSOracle	Oracle 10g PL-SQL Training	Fee does not include certification, examinations or software	
<b>HOSPITALITY COURSES</b>			
GTHosp	* Hospitality Services Award - PEARSON-BTEC	1 Day	As agreed

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## EVENING/WEEK-END COURSES IN DUBLIN CITY CENTRE

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<b>Accounts and Finance</b>								
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
<b>Computers/IT/LIGHTING DESIGN</b>								
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	01 Sep	13 Oct	17 Nov	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	08 Sep	20 Oct	24 Nov	
<b>Facilities/Property/Built Environment</b>								
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm	26 Sep	17 Oct		
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm		31 Oct	14 Nov	
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm				05 Dec
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	27 Sep			
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm		11 Oct		
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm		25 Oct	08 Nov	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm			29 Nov	
GCOLFMLAM	Facilities Management Education Programme - Part 3 **	28 wks	Tues	6:30 - 10:00 pm				
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	26 Sep			
GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		17 Oct		
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		31 Oct		
GCOLPAM	ILM - Property Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm			14 Nov	
GCOLPROB	ILM - Solving Problems& Making Decisions - Unit Cert.	2 wks	Wed	6:30 - 10:00 pm				05 Dec
GCOCON	ILM - Contracts & Contractors - Unit Certificate	2 wks	Thurs	6:30 - 10:00 p.m.	27 Sep			
GCOLPROCUR	ILM - Procurement and Suppliers - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm		11 Oct		
GCOLENG	ILM - Energy & Utilities- Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm		25 Oct		
GCOLENV	ILM - Environment & Sustainability - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			08 Nov	
GCOLSECURE	ILM - Security - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			29 Nov	
<b>CONSTRUCTION SUPERVISOR (2 Days)</b>								
GCOLHS	ILM - Health and Safety - Unit Certificate		Sat	9:30am - 4:30pm	22 Sep	13 Oct	17 Nov	
GCOLINDUCT	ILM - Inducting New Staff - Unit Certificate		Sat	9:30am - 4:30pm	29 Sep	20 Oct	24 Nov	
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<b>LEADERSHIP AND MANAGEMENT PROGRAMME</b>								
GCOLLAMA3	ILM Leadership & Management - Award	4 wks	Wed	6:30 - 10:00 pm	26 Sep	17 Oct		
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm			13 Nov	
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\* This is the 'top-up' period for holders of the ILM Facilities Management Certificate to the Diploma.

\*\* This is the 'top-up' period for holders of the ILM FM Diploma to the Foundation Degree-Level Leadership and Management Diploma.

**REDUCTIONS IN FEES apply for booking stages of Facilities Management Leadership and Management Programme together.**

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<b>Accounts and Finance</b>								
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GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	27 Sep			
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm		11 Oct		
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm		25 Oct	08 Nov	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm			29 Nov	
GCOLFMLAM	Facilities Management Education Programme - Part 3 **	28 wks	Tues	6:30 - 10:00 pm				
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	26 Sep			
GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		17 Oct		
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		31 Oct		
GCOLPAM	ILM - Property Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm			14 Nov	
GCOLPROB	ILM - Solving Problems& Making Decisions - Unit Cert.	2 wks	Wed	6:30 - 10:00 pm				05 Dec
GCOCON	ILM - Contracts & Contractors - Unit Certificate	2 wks	Thurs	6:30 - 10:00 p.m.	27 Sep			
GCOLPROCUR	ILM - Procurment and Suppliers - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm		11 Oct		
GCOLENG	ILM - Energy & Utilities- Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm		25 Oct		
GCOLENV	ILM - Environment & Sustainability - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			08 Nov	
GCOLSECURE	ILM - Security - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			29 Nov	
<b>CONSTRUCTION SUPERVISOR (2 Days)</b>								
GCOLHS	ILM - Health and Safety - Unit Certificate		Sat	9:30am - 4:30pm	22 Sep	13 Oct	17 Nov	
GCOLINDUCT	ILM - Inducting New Staff - Unit Certificate		Sat	9:30am - 4:30pm	29 Sep	20 Oct	24 Nov	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate		Sat	9:30am - 4:30pm	29 Sep	20 Oct	24 Nov	
<b>LEADERSHIP AND MANAGEMENT PROGRAMME</b>								
GCOLLAMA3	ILM Leadership & Management - Award	4 wks	Wed	6:30 - 10:00 pm	26 Sep	17 Oct		
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm			13 Nov	
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm			27 Nov	
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				04 Dec
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	26 Sep			
GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		17 Oct		
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		31 Oct		
GCOLMOT	ILM - Motivating People in the Workplace - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			13 Nov	
GCOLDEL	ILM - Delegating Authority in the Workplace - Unit Cert	1 wks	Tues	6:30 - 10:00 pm			27 Nov	
GCOLTOUGH	ILM - Developing Individual Mental Toughness - Unit Cert	1 wks	Tues	6:30 - 10:00 pm				04 Dec

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

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

\*\* This is the 'top-up' period for holders of the ILM FM Diploma to the Foundation Degree-Level Leadership and Management Diploma.

**REDUCTIONS IN FEES apply for booking stages of Facilities Management Leadership and Management Programme together.**

[www.griffin-college.com](http://www.griffin-college.com)

# Griffin College

**Address:** Abbey Business Centre, Abbey Street, Kilkenny, R95 A327.  
**Tel:** 01 7030403 LoCall 1890 454 454 Mobile: 085 8672258  
**Email:** [info@griffin-college.com](mailto:info@griffin-college.com)



**Updated - 21st August 2018**

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 KILKENNY CITY CENTRE

Ref	Course	Length	Day	Time	Sept 2018	Oct 2018	Nov 2018	Dec 2018
<b>Accounts and Finance</b>								
GCOLGB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
<b>Computers/IT/LIGHTING DESIGN</b>								
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	15 Sep	13 Oct	17 Nov	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	22 Sep	20 Oct	24 Nov	
<b>Facilities/Property/Built Environment</b>								
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Mon	6:30 - 10:00 pm	24 Sep	15 Oct		
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Mon	6:30 - 10:00 pm		29 Oct	12 Nov	
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Mon	6:30 - 10:00 pm				03 Dec
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Tues	6:30 - 10:00 pm	25 Sep			
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Tues	6:30 - 10:00 pm		09 Oct		
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Tues	6:30 - 10:00 pm		23 Oct	06 Nov	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Tues	6:30 - 10:00 pm			27 Nov	
GCOLFMLAM	Facilities Management Education Programme - Part 3 **	28 wks	Tues	6:30 - 10:00 pm				
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm	24 Sep			
GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		15 Oct		
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		29 Oct		
GCOLPAM	ILM - Property Management - Unit Certificate	3 wks	Mon	6:30 - 10:00 pm			12 Nov	
GCOLPROB	ILM - Solving Problems& Making Decisions - Unit Cert.	2 wks	Mon	6:30 - 10:00 pm				03 Dec
GCOCON	ILM - Contracts & Contractors - Unit Certificate	2 wks	Tues	6:30 - 10:00 p.m.	25 Sep			
GCOLPROCUR	ILM - Procurment and Suppliers - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm		09 Oct		
GCOLENG	ILM - Energy & Utilities- Unit Certificate	2 wks	Tues	6:30 - 10:00 pm		23 Oct		
GCOLENV	ILM - Environment & Sustainability - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm			06 Nov	
GCOLSECURE	ILM - Security - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm			27 Nov	
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