

Griffin College



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

Updated - 26th March 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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Updated - 27th November 2016

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		
GTPEvelop	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		
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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Other and Daytime Courses

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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	Dub Apr 2016	Dub May 2016	Dub June 2016
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	12 Apr		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Wed	6:30 - 10:00 pm			
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	05 Apr		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	26 Apr	10 May	07 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm	05 Apr		07 June
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	26 Apr		14 June
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm		10 May	28 June
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm		05 May	17 June
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm		12 May	24 June
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		22 May	
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		05 May	17 June
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		12 May	24 June
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Wed	6:30 - 10:00 pm	12 Apr	24 May	21 June
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Thurs	6:30 - 10:00 pm	27 Apr	18 May	15 June
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	05 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	12 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	26 Apr	17 May	07 June
GCOLPROB	ILM - Solving Problems and Making Decisions - Unit Cert	3 wks	Thurs	6:30 - 10:00 pm	27 Apr		
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Thurs	6:30 - 10:00 pm		18 May	
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			15 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Wed	6:30 - 10:00 pm	05 Apr		
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	12 Apr		
GCOLSPACE	ILM - Space Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.	26 Apr		
GCOLCON	ILM - Contractors and Contracts - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.		17 May	
GCOLPROCURE	ILM - Procurement - Unit Certificate	2 wks	Wed	6:30 - 10:00 p.m.			07 June
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			
Sales/Marketing/Customer Service							
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLILMCUS	ILM - Customer Service - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm			

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 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	Cork Apr 2016	Cork May 2016	Cork June 2016
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	27 Apr		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Tues	6:30 - 10:00 pm	25 Apr		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	05 Apr		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	26 Apr	10 May	07 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm	05 Apr		07 June
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	26 Apr		14 June
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm		10 May	28 June
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm		05 May	17 June
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm		12 May	24 June
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		22 May	
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		05 May	17 June
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		12 May	24 June
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Tues	6:30 - 10:00 pm	25 Apr	09 May	13 June
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm	05 Apr	18 May	15 June
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Wed	6:30 - 10:00 pm	26 Apr	24 May	15 June
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm	20 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm	27 Apr	11 May	
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm		17 May	01 June
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm			22 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Cert	3 wks	Wed	6:30 - 10:00 pm	05 Apr		
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Wed	6:30 - 10:00 pm	26 Apr		
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm		24 May	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			07 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm	20 Apr		
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	27 Apr		
GCOLSPACE	ILM - Space Management - Unit Certificate	3 wks	Thurs	6:30 - 10:00 p.m.		11 May	
GCOLCON	ILM - Contractors and Contracts - Unit Certificate	3 wks	Thurs	6:30 - 10:00 p.m.			01 June
GCOLPROCURE	ILM - Procurement - Unit Certificate	2 wks	Thurs	6:30 - 10:00 p.m.			22 June
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Wed	6:30 - 10:00 pm			07 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			07 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm			21 June
Sales/Marketing/Customer Service							
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Wed	6:30 - 10:00 pm			07 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			07 June
GCOLILMCUS	ILM - Customer Service - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			21 June
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wks	Wed	6:30 - 10:00 pm			

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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.

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EVENING/WEEK-END COURSES IN GALWAY CITY CENTRE

Ref	Course	Length	Day	Time	Gal Apr 2016	Gal May 2016	Gal June 2016
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	12 Apr		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Wed	6:30 - 10:00 pm		08 May	
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	05 Apr		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	26 Apr	10 May	07 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm	05 Apr		07 June
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	26 Apr		14 June
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm		10 May	28 June
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm		05 May	17 June
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm		12 May	24 June
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		22 May	
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		05 May	17 June
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		12 May	24 June
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Mon	6:30 - 10:00 pm		22 May	19 June
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Tues	6:30 - 10:00 pm	25 Apr	16 May	
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Tues	6:30 - 10:00 pm		30 May	27 June
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Thurs	6:30 - 10:00 pm	06 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	14 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	26 Apr	17 May	07 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm	25 Apr		
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm		16 May	
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Tues	6:30 - 10:00 pm		30 May	
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			27 June
GCOLENUTIL	ILM - Energy and Utilities - Unit Certificate	1 wks	Wed	6:30 - 10:00 pm	26 Apr		
GCOLSPACE	ILM - Space Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.		17 May	
GCOLCON	ILM - Contractors and Contracts - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.		17 May	
GCOLPROCURE	ILM - Procurement - Unit Certificate	2 wks	Wed	6:30 - 10:00 p.m.			07 June
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Thurs	6:30 - 10:00 pm	25 Apr		29 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm	25 Apr		
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Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Mon	6:30 - 10:00 pm		08 May	03 Mar
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	05 Apr		
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GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm	30 Jan		
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		13 Feb	
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GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm		30 May	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			13 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm			27 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wk	Wed	6:30 - 10:00 pm			
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			
GCOLUTIL	ILM - Utility and Energy Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.			
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Tues	6:30 - 10:00 pm			13 June
GCOLFLM	ILM Leadership & Management - Award	5 wks	Tues	6:30 - 10:00 pm			27 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			13 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Tues	6:30 - 10:00 pm			27 June
Sales/Marketing/Customer Service							
GCOLMARCUS	ILM Award - Marketing and Customer Service (L&M)	5 wks	Tues	6:30 - 10:00 pm			13 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			13 June
GCOLILMCUS	ILM - Customer Service - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm			27 June
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wk	Tues	6:30 - 10:00 pm			

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** 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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Griffin College



Griffin College

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Updated - 26th March 2017

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	Limk Apr 2016	Limk May 2016	Limk June 2016
Accounts and Finance							
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	12 Apr		
Administration/HR							
GCOLHSS	ILM - Health and Safety - Unit Certificate	2 Wks	Wed	6:30 - 10:00 pm			
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	05 Apr		
GCOLAWHR	ILM Award - Recruitment, Induction and Delegation (L&M)	4 wks	Tues	6:30 - 10:00 pm	26 Apr	10 May	07 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm	05 Apr		07 June
GCOLILMREC	ILM - Staff Selection and Recruitment - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm	26 Apr		14 June
GCOLILMDEL	ILM - Organising and Delegating - Unit Certificate	1 wks	Tues	6:30 - 10:00 pm		10 May	28 June
Computers/IT							
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am / 4:30pm		05 May	17 June
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am / 4:30pm		12 May	24 June
Communications Skills							
GCOLAWC&P	ILM Award - Communications and Presentations (L&M)	3 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMCOM	ILM - The Communication Process - Unit Certificate	2 wks	Mon	6:30 - 10:00 pm		08 May	
GCOLILMPRES	ILM - Briefings and Presentations - Unit Certificate	1 wk	Mon	6:30 - 10:00 pm		22 May	
Facilities/Property/Built Environment							
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		05 May	17 June
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	09:30 - 16:30		12 May	24 June
GCOLFMA	ILM Facilities Management - Part 1 - Award	11 wks	Wed	6:30 - 10:00 pm	12 Apr	24 May	21 June
GCOLFMC	ILM Facilities Management - Part 2 - Certificate *	14 wks	Thurs	6:30 - 10:00 pm	27 Apr	18 May	15 June
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	05 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	12 Apr		
GCOLFMD	ILM Facilities Management - Part 3 - Diploma **	21 wks	Wed	6:30 - 10:00 pm	26 Apr	17 May	07 June
GCOLPROB	ILM - Solving Problems and Making Decisions - Unit Cert	3 wks	Thurs	6:30 - 10:00 pm	27 Apr		
GCOLPAM	ILM - Property Management - Unit Certificate	4 wks	Thurs	6:30 - 10:00 pm		18 May	
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			15 June
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Wed	6:30 - 10:00 pm	05 Apr		
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Wed	6:30 - 10:00 pm	12 Apr		
GCOLSPACE	ILM - Space Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.	26 Apr		
GCOLCON	ILM - Contractors and Contracts - Unit Certificate	3 wks	Wed	6:30 - 10:00 p.m.		17 May	
GCOLPROCURE	ILM - Procurement - Unit Certificate	2 wks	Wed	6:30 - 10:00 p.m.			07 June
Management/Leading							
GCOLFLM	ILM Leadership & Management - Award	5 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			29 June
GCOLDEVYO	ILM - Developing Yourself and Others - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm			
Sales/Marketing/Customer Service							
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GCOLILMCUS	ILM - Customer Service - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			
GCOLILMMM	ILM - Marketing for Managers Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm			

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