

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



Griffin College

Updated - 11th May 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

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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		
GTPDevelop	Personal Development	1 Day	As agreed		
GTPEffect	Personal Effectiveness	1 Day	As agreed		
GTAnti-Dis	Anti-Discrimination 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	2 Days	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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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/MySQ	PHP / MySql Essentials	1 Day	As agreed

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EVENING/WEEK-END COURSES IN DUBLIN CITY CENTRE

Ref	Course	Length	Day	Time	May 2018	June 2018	July 2018	Aug 2018
Accounts and Finance								
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
Computers/IT/LIGHTING DESIGN								
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
Facilities/Property/Built Environment								
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm	09 May			
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm	30 May	13 June	11 Jul	
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm			25 Jul	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	17 May			
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	31 May	14 June	05 July	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm			19 July	
GCOLFMLAM	Facilities Management Programme - Part 3 **	28 wks	Tues	6:30 - 10:00 pm				
GCOLH&S	ILM - Health and Safety - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			11 Jul	
GCOLPAM	ILM - Property Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm			25 Jul	
GCOLCON	ILM - Contracts and Contractors - Unit Certificate	2 wks	Thurs	6:30 - 10:00 p.m.	17 May			
GCOLPROCUR	ILM - Procurement and Suppliers - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	31 May			
GCOLSEC	ILM - Security - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm		14 June		
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm			19 July	
CONSTRUCTION SUPERVISOR (2 Days)								
GCOLHS	ILM - Health and Safety - Unit Certificate		Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLINDUCT	ILM - Inducting New Staff - Unit Certificate		Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate		Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
LEADERSHIP AND MANAGEMENT PROGRAMME								
GCOLLAMA3	ILM Leadership & Management - Award	4 wks	Wed	6:30 - 10:00 pm				
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				
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GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm				
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm				
GCOLMOT	ILM - Motivating People in the Workplace - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm				
GCOLDEL	ILM - Delegating Authority in the Workplace - Unit Cert	1 wks	Tues	6:30 - 10:00 pm				
GCOLTOUGH	ILM - Developing Individual Mental Toughness - Unit Cert	1 wks	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.

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

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www.griffin-college.com

Griffin College

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Griffin College

Updated - 11th May 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 LIMERICK CITY CENTRE

Ref	Course	Length	Day	Time	May 2018	June 2018	July 2018	Aug 2018
Accounts and Finance								
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
Computers/IT/LIGHTING DESIGN								
GCOLWP	Wordpress Essentials (1-Day Course)	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLWIS	ILM - Workplace Information Systems - Unit Certificate	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLInDes	Adobe InDesign Essentials - Griffin College Certificate	1 day	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLLDC	Lighting Design - Commercial/DIALUX	2 Days	Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
Facilities/Property/Built Environment								
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm	09 May			
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm	30 May	13 June	11 Jul	
GCOLFMC	Facilities Management Programme - Part 1 - Certificate	20 wks	Wed	6:30 - 10:00 pm			25 Jul	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	17 May			
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm	31 May	14 June	05 July	
GCOLFMD	Facilities Management Programme - Part 2 - Diploma*	17 wks	Thurs	6:30 - 10:00 pm			19 July	
GCOLFMLAM	Facilities Management Programme - Part 3 **	28 wks	Tues	6:30 - 10:00 pm				
GCOLH&S	ILM - Health and Safety - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm			11 Jul	
GCOLPAM	ILM - Property Management - Unit Certificate	3 wks	Wed	6:30 - 10:00 pm			25 Jul	
GCOLCON	ILM - Contracts and Contractors - Unit Certificate	2 wks	Thurs	6:30 - 10:00 p.m.	17 May			
GCOLPROCUR	ILM - Procurement and Suppliers - Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm	31 May			
GCOLSEC	ILM - Security - Unit Certificate	3 wks	Thurs	6:30 - 10:00 pm		14 June		
GCOLCB	ILM - Working with Costs and Budgets Unit Certificate	2 wks	Thurs	6:30 - 10:00 pm			05 July	
GCOLILMIND	ILM - Inducting New Staff - Unit Certificate	1 wks	Thurs	6:30 - 10:00 pm			19 July	
CONSTRUCTION SUPERVISOR (2 Days)								
GCOLHS	ILM - Health and Safety - Unit Certificate		Sat	9:30am - 4:30pm	12 May	23 Jun	21 Jul	
GCOLINDUCT	ILM - Inducting New Staff - Unit Certificate		Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate		Sat	9:30am - 4:30pm	19 May	30 Jun	28 Jul	
LEADERSHIP AND MANAGEMENT PROGRAMME								
GCOLLAMA3	ILM Leadership & Management - Award	4 wks	Wed	6:30 - 10:00 pm				
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				
GCOLLAMC4	ILM Leadership & Management - Certificate	6 wks	Tues	6:30 - 10:00 pm				
GCOLLEAD	ILM - Understanding Leadership - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm				
GCOLDEV	ILM - Developing Yourself and Others - Unit Certificate	2 wks	Wed	6:30 - 10:00 pm				
GCOLPM	ILM - Project Management - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm				
GCOLMOT	ILM - Motivating People in the Workplace - Unit Certificate	2 wks	Tues	6:30 - 10:00 pm				
GCOLDEL	ILM - Delegating Authority in the Workplace - Unit Cert	1 wks	Tues	6:30 - 10:00 pm				
GCOLTOUGH	ILM - Developing Individual Mental Toughness - Unit Cert	1 wks	Tues	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

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