PART SIX - BOOKING FORM

I am interested in the following modules and would like more information on how you can meet my development needs – please tick module(s) of interest

Module Title	Duration	
The Effective Budget Manager	1 day	
Writing Winning Business Cases	1 day	
Introducing Capital	1 day	
Improving Financial Controls in the NHS	Half day	
Capital Accounting for Finance Staff	1 day	
Get Refreshed	1 day	
Managing Change	Half day	
Complaint Management	1 day	
Recruitment & Retention	1 day	
Monitoring Performance	1 day	
Developing Competency	Half day	
Accountability	Half day	
Effective Presentation Skills	1 day	
Microsoft Word (Beginner / Intermediate)	1 day each	
Writing With Clarity	1 day	
Business Report Writing	1 day	
Microsoft Excel (Beginner / Intermediate / Advanced)	1 day each	
Microsoft Outlook	Half day	
Microsoft Internet Explorer	Half day	
Microsoft PowerPoint	Half day	
Presenting with PowerPoint	Half day	
The Management Development Programme	10 days	
Microsoft Unravelled	6 days	
Managing Staff Effectively	7 days	
Everything You Need to Know About Management	15 days	

I would like to book _____ Day's training, at a discount of _____ %

Name: _____ Designation: _____

Phone No.: _____ E-Mail: _____

Organisation: _____

Address: _____

_____

Please send the completed form to Mathew Jones, 42 Ripon Hall Avenue, Ramsbottom, Bury, Lancashire BL0 9RE