

Appendix A – Corporate Training Programme 2013/14, Courses and Bookings

Negotiation & Influencing	Working Smarter and Effective Delegation	Financial Management	Contract Management – An Introduction	Budget Control	Managing Conflict	Managing Stress in the Workplace	Effective Communication
Plaza, Havant <i>24th September 2013</i>	Penns Place, Petersfield <i>2nd October 2013</i>	Plaza, Havant <i>17th September 2013</i>	Plaza, Havant <i>14th and 15th October 2013</i>	Plaza, Havant <i>12th November 2013</i>	Plaza, Havant <i>18th October 2013</i>	Plaza, Havant <i>28th October 2013</i>	Penns Place, Petersfield <i>7th November 2013</i>
Completed	Completed	Completed	15 bookings	Fully booked	Fully booked	Fully booked	<i>Fully booked</i>
Penns Place, Petersfield <i>2nd December 2013</i>	Plaza, Havant <i>20th January 2014</i>	Penns Place, Petersfield <i>14th January 2014</i>	Strategic Contract Management Penns Place, Petersfield <i>12th February 2014</i>	Penns Place, Petersfield <i>19th March 2014</i>	Penns Place, Petersfield <i>27th Jan 2014</i>	Penns Place, Petersfield <i>9th December 2014</i>	Plaza, Havant <i>11th March 2014</i>
<i>7 bookings</i>	<i>16 bookings</i>	<i>4 bookings</i>		<i>13 bookings</i>	Fully booked	<i>7 bookings</i>	<i>Fully booked</i>
Plaza, Havant <i>1st April 2014</i>	Penns Place, Petersfield <i>6th May 2014</i>	Plaza, Havant <i>24th April 2014</i>		Plaza, Havant <i>13th June 2014</i>	Plaza, Havant <i>16th May 2014</i>	Plaza, Havant <i>3rd April 2014</i>	Plaza, Havant <i>22 May 2013</i>
<i>7 bookings</i>	<i>3 bookings</i>	<i>6 bookings</i>	Fully booked	<i>5bookings</i>	Fully booked	<i>12 bookings</i>	<i>7 Bookings</i>