



# We will transform the way you work

We deliver open courses that are directly relevant to the individual, facilitate change and offer the means for you to make a difference when you return to the workplace.

## Publics are a WIN: WIN

**WIN 1** - For you, you'll feel empowered, valued, challenged and ready to try out new skills when you get back to work. You'll even have a network of like minded people outside your business who you can call on for support in the future or just to share ideas and successes.

**WIN 2** - For your business you'll confidently improve your performance, share best practice and want to help the business succeed. Additionally, you will be more likely to remain with your employer. The CIPD reports that 2/3rds of UK businesses have reported that they struggle to retain their key performers. Training has been proven to considerably enhance employee retention.

Our public courses are great fun. Attend one and you'll find that the way you learn will become an experience that you won't forget; one participant recently phoned us about a course he attended 12 years ago wanting it for one of his teams. He felt that the course was still positively affecting his performance.

Around 30 of our courses are regularly available on a public basis. If you can't find the one you're looking for or if you just want help deciding which is most appropriate for your needs, simply call one of our training advisors for advice.

Course	Dates	Location	Price
<b>Coaching &amp; Mentoring (1 Day)</b> This invigorating one-day programme focuses on coaching and mentoring - from planning, through implementation to review. It also examines appropriate knowledge, skills and behaviour to achieve the high degree of awareness, flexibility and selection needed for the successful development of people by their managers.	3rd March 2008	Midlands, UK	£400
	9th June 2008	London, UK	£400
	8th September 2008	Midlands, UK	£400
	8th December 2008	London, UK	£400
<b>Employee Retention (1 Day)</b> This practical workshop champions the cause for retention through engagement, as opposed to retention via response – prevention rather than cure. Delegates are introduced to the principles that underpin current thinking: that retention is better executed as prevention rather than cure and that understanding the impacts of a variety of relevant models.	18th February 2008	Midlands, UK	£400
	18th August 2008	London, UK	£400
<b>Management Boot Camp (4 Days - Residential)</b> The Boot Camp is a dynamic four-day intensive experience that invites existing managers to re-assess and invigorate all business critical aspects of how to successfully manage people and processes.	21st January 2008	Midlands, UK	£1,950
	21st April 2008	Midlands, UK	£1,950
	21st July 2008	Midlands, UK	£1,950
	20th October 2008	Midlands, UK	£1,950
<b>Getting Results Through Inspirational Leadership (3 Days)</b> This powerful programme provides dynamic and robust approaches to developing and maintaining excellence in management performance, through addressing what really matters in both people and process development.	10th March 2008	Midlands, UK	£1,350
	29th September 2008	London, UK	£1,350
<b>First Line Management (2 Days)</b> From the first step on the management ladder to a giant stride in effectiveness: This powerful, intensive and informative course addresses all the fundamental tools and techniques a new manager or team leader will need, to undertake their role successfully. Participants on this practical course are encouraged to do, reflect, record, review and share. As comfort zones are challenged, clarity emerges and confidence is boosted.	17th March 2008	Midlands, UK	£790
	1st September 2008	London, UK	£790
<b>Change Management (2 Days)</b> Change happens - from small shifts to large cultural upheavals - and few like it. By understanding change management, your key people can manage and support their teams through the transition process.	25th February 2008	Midlands, UK	£790
	10th November 2008	London, UK	£790
<b>Train the Trainer (2 Days)</b> The objective of training is to ensure the trainees understand, remember and use that which is learnt. Often sound training content can be obscured by the delivery skills of the trainer. This course empowers training staff to communicate with clarity, enthusiasm and interest. Thus armed, your trainers achieve the highest possible levels of understanding and skill development with their trainees. In turn the trainees return to the workplace ready to apply the learning.	14th January 2008	London, UK	£790
	19th May 2008	Midlands, UK	£790
	4th August 2008	London, UK	£790
	15th December 2008	Midlands, UK	£790
<b>Trainer Boot Camp (4 Days - Residential)</b> Trainers no longer just instruct. Their role has become more complex - the learning environment ever more sophisticated. Delivering alteration in attitude and organisational culture requires Learning professionals to possess a skill-set that engages with learners and sponsors powerfully to facilitate development and change. This residential course moves participants on from the essentials of the 'Train The Trainer' course. It highlights the key skill-sets and attitudes that allow effective trainers to contribute to business objectives in today's demanding environment.	25th March 2008	Midlands, UK	£1,950
	23rd June 2008	Midlands, UK	£1,950
	11th August 2008	Midlands, UK	£1,950
	24th November 2008	Midlands, UK	£1,950
<b>Assertive Communication Skills (2 Days)</b> Effective communications deliver real rewards for everyone and there is a difference between those who communicate assertively and successfully and those who do not. That difference can stand between success and failure, in business or at a personal level.	28th January 2008	London, UK	£790
	8th April 2008	Midlands, UK	£790
	7th July 2008	London, UK	£790
	13th October 2008	Midlands, UK	£790
<b>Power of Persuasion &amp; Influence (2 Days)</b> Successful persuasion and influence skills achieve results. Everyday, internally and externally and at every level, people are called upon to utilise their powers of persuasion and influence. But you'd be surprised how honing such important skills is overlooked, at a real cost to the organisation.	11th February 2008	Midlands, UK	£790
	8th May 2008	London, UK	£790
	15th July 2008	Midlands, UK	£790
	17th November 2008	London, UK	£790
<b>Emotional Intelligence (1 Day)</b> Research shows that for jobs of all kinds, emotional intelligence is twice as important as IQ plus technical skills. Emotional intelligence is more than 85% of what sets star performers apart from the average.	16th June 2008	Midlands, UK	£400
	16th October 2008	London, UK	£400
<b>Stress &amp; Pressure Management (1 Day)</b> The practical, holistic, and supportive environment created on this one-day course empowers participants to focus on a pro-active response to stress, with emphasis on preventive measures and, where practical, elimination of the causes of stress, rather than on the treatment of its effects.	4th February 2008	Midlands, UK	£400
	17th April 2008	London, UK	£400
	14th August 2008	Midlands, UK	£400
	1st December 2008	London, UK	£400
<b>Sales Boot Camp (4 Days - Residential)</b> We combine a real life scenario with practical input sessions offering an experiential and challenging programme, designed to bring about sustained change in individual behaviour and performance. The scenario can be built upon a true-to-life sale, bespoke to your needs and will have the characteristics of a 'typical' sale. As a result we will ask participants to immediately apply learning and compete to become 'Top Sales Person' for the week.	19th February 2008	Midlands, UK	£1,950
	12th May 2008	Midlands, UK	£1,950
	22nd September 2008	Midlands, UK	£1,950
	9th December 2008	Midlands, UK	£1,950
<b>Presentation Skills (2 Days)</b> The sweaty palms - the quickened breath - those nerves. If you are fortunate enough not to have experienced this yourself, then you have probably observed it, and wished that the presenter was less preoccupied, more relaxed and more confident.	9th January 2008	London, UK	£790
	5th March 2008	Midlands, UK	£790
	28th May 2008	London, UK	£790
	19th August 2008	Midlands, UK	£790
	6th October 2008	London, UK	£790
<b>Meeting for Success (1 Day)</b> Many say that meetings are one of the major time wasters in business. Outcomes are sometimes not qualified and the costs, in terms of man-hours and lost opportunities, are significant. This happens when there are no defined objectives, preparation is inadequate, behaviour in the meeting is unproductive (or worse) and agreed actions insufficiently defined for follow up.	2nd December 2008	Midlands, UK	£790
	1st April 2008	Midlands, UK	£400
28th July 2008	London, UK	£400	
<b>Creative Business Thinking (1 Day)</b> Creativity is needed by mankind in all situations. It remains his most powerful weapon in his battle for survival. It becomes most critical during his hour of need.	5th February 2008	Midlands, UK	£400
	29th July 2008	London, UK	£400
<b>Time &amp; Priority Management (1 Day)</b> Time is a constant, but how many people feel that time is also a problem? This short workshop focuses on balancing time with priorities, while exploring gaps that occur between the desired and current situations.	31st January 2008	London, UK	£400
	2nd April 2008	Midlands, UK	£400
	14th July 2008	London, UK	£400
	27th October 2008	Midlands, UK	£400
<b>Negotiation Skills (2 Days)</b> Life centres on negotiation. And not just in sales or procurement. Everyone negotiates every day of their lives. But how often do they achieve the best possible outcome? There are three essential elements - preparation, practice and training.	28th April 2008	Midlands, UK	£790
	28th October 2008	London, UK	£790
<b>Finance for Non-Financial Managers (2 Days)</b> This course demonstrates financial concepts through real world business scenarios that your managers can relate to, showing them how their actions and decisions can impact on the organisation's financial working.	27th February 2008	Midlands, UK	£790
	17th June 2008	London, UK	£790
	27th August 2008	Midlands, UK	£790
	19th October 2008	London, UK	£790
<b>Business Writing Skills (1 Day)</b> The objective of all business writing is to get the recipient to read, remember, react and respond. Anything less is a waste of time and money. Can your business afford this wastage? This course ensures that all writers work with maximum efficiency and impact, in minimum time.	16th January 2008	London, UK	£400
	3rd April 2008	Midlands, UK	£400
	3rd July 2008	London, UK	£400
	18th September 2008	Midlands, UK	£400
<b>Supplier Management (2 Days)</b> This specialist course is in response to the growing realisation that effective management of the supply side of the business can provide real productivity gains, as well as reducing complexity, time and costs.	3rd November 2008	London, UK	£1,950
	14th April 2008	London, UK	£1,950
	18th February 2008	London, UK	£1,950
<b>APM Project Management (Modules 1 &amp; 2) (5 Days - Residential)</b> In today's fiercely competitive environment, time and money are pivotal resources to every organisation. That's why effective project management is a mission critical issue. This course recognises that, providing participants with the capability to utilise hard skills like established tools, techniques and processes.	2nd June 2008	Midlands, UK	£1,950
	8th September 2008	Midlands, UK	£1,950
<b>APM Project Management - Module 1 (3 Days - Residential)</b> <b>APM Project Leadership - Module 2 (2 Days - Residential)</b>	6th February 2008, 22nd April 2008, 8th October 2008		£1,350
	10th April 2008, 10th July 2008, 4th December 2008		£910
<b>APM Revision and Examination (2 Days - Residential)</b> The APMP is a baseline foundation level qualification for those working in project management. The APMP examination is designed to determine an individual's knowledge of project management, sufficient to be an informed member of a project team.	12th May 2008	Midlands, UK	£625
	18th August 2008	Midlands, UK	£625
	18th December 2008	Midlands, UK	£625

**Early and group booking discounts are available for all our courses.**

To view all our courses and to discover more about them and Matchett, visit our website, go to [www.matchettgroup.com](http://www.matchettgroup.com)  
 Alternatively, contact a member of the Account Management Team on [enquiries@matchettgroup.com](mailto:enquiries@matchettgroup.com) or call 01295 817491.