

Course Title	Duration of course	Number of courses delivered (1		Delegates attended
		Sept 08 - 28 - Feb 09)		
Coaching Skills	1 day	2	18	
Mentoring Workshop	1 day	2	10	
Mentee Workshop	0.5 day	2	24	
Feedback Skills	0.5 day	1	6	
Advanced Communication	1 day	2	17	
Advanced Negotiation	1 day	2	23	
Delegation Skills	0.5 day	2	15	
Performance Development Review Introduction	0.5 day	6	60	
Performance Development Review Assessing Performance	1 day	10	100	
Aspiring SCS Workshop	1 day	2	14	
PSG Insight Workshop	1 day	1	2	
MBTI Workshop & Feedback	1 day	2	25	
Parliamentary Questions	1 day	4	44	
Briefings and Submissions	1 day	4	39	
Ministers Cases	1 day	1	11	
Parliament Explained	1 day	1	14	
Policy Skills 1	4 x 1 day modules	1	42	
Business Planning	1 day	4	41	
Presentation Skills	1 day	2	22	
Facilitation Skills	1 day	2	18	
Prince 2 Foundation and Practitioner	5 days	2	21	
Managing Successful Programmes (MSP)	5 days	2	11	
Management of Risk	5 days	2	12	
Association of Project Management Introductory Certificate (APMIC)	2 days	5	46	
Risk Management Overview	2 day	3	33	
Senior Responsible Owner Briefings	4 x 0.5 day modules	2	12	
Benefits Management	1 day	1	12	
Management Gateway Workshop Level 1	1 day	1	10	
Management Gateway Workshop Level 2	1 day	1	10	
Management Gateway Workshop Level 3	1 day	1	10	
Effective Manager	2 day	5	41	
Effective Manager 2	3 day	1	8	
Management Conversations	2 days	2	12	
Induction - New Starter Welcome	0.5 day	23	200	
Notetaking	0.5 day	3	57	
Career Next Steps Workshops	1 day	6	30	
Resourcing and Selection Workshop	2 days	7	42	
Resourcing and Selection Assessing Presentations Workshop	0.5 day	3	18	
HR Policies Workshop	2 days	1	10	
Investigating Officers	2 days	3	13	
Access 2002 Introduction	2 days	2	8	
Excel 2002 Advanced	1 day	2	3	
Excel 2002 Intermediate	2 days	6	29	
Outlook 2002 Intermediate	1 day	2	10	
PowerPoint 2002 Intermediate	1 day	3	8	
Time Management using Outlook	2 days	7	33	
Word 2002 Advanced	1 day	1	1	
Word 2002 Intermediate	2 days	2	6	