

## Professional Development Short Course Dates for 2024/25

Date	Course	Location	Price (per person)
<b>October 2024</b>			
22 October 2024	Essential Time Management Skills	Dunfermline	£245
23 October 2024	Building Personal Resilience	Dunfermline	£245
24 October 2024	Introduction to Root Cause Analysis & Problem Solving	Dunfermline	£325
<b>November 2024</b>			
7 November 2024	Customer Service Excellence	Dunfermline	£245
12 November 2024	Finance for non-Finance Managers	Dunfermline	£245
14 November 2024	Managing Mental Health	Dunfermline	£245
19 November 2024	<b>New for 2024/25</b> Creating a Safe & Healthy Work Environment	Dunfermline	£245
27 November 2024	<b>New for 2024/25</b> Effective Hybrid Working	Dunfermline	£245
<b>December 2024</b>			
10 December 2024	Mental Health in the Workplace	Dunfermline	£245
<b>January 2025</b>			
21 January – 27 May 2025 (Induction morning 10 Dec 2024)	Business Improvement Programme	Dunfermline	£2495
23 January 2025	Managing the Performance of Staff	Dunfermline	£245
29 & 30 January 2025	Managing & Leading the Team	Dunfermline	£435
<b>February 2025</b>			
4 & 5 February 2025	Train the Trainer	Dunfermline	£435
19 February 2025	<b>New for 2024/25</b> Reflective Practice	Dunfermline	£245
25 February 2025	<b>New for 2024/25</b> Managing & Supporting Young People in the Workplace	Dunfermline	£245
<b>March 2025</b>			
4 March 2025	Communicating with Emotional Intelligence	Dunfermline	£245
6 March 2025	Essential Time Management Skills	Dunfermline	£245
12 March 2025	<b>New for 2024/25</b> Coaching Conversations	Dunfermline	£245
19 March 2025	Introduction to Root Cause Analysis & Problem Solving	Dunfermline	£325
20 March 2025	Building Personal Resilience	Dunfermline	£245
25 March 2025	Managing Mental Health	Dunfermline	£245
27 March 2025	Finance for non-Finance Managers	Dunfermline	£245
<b>April 2025</b>			
24 April 2025	Customer Service Excellence	Dunfermline	£245
30 April 2025	<b>New for 2024/25</b> Effective Hybrid Working	Dunfermline	£245
<b>May 2025</b>			
1 May 2025	<b>New for 2024/25</b> Creating a Safe & Healthy Work Environment	Dunfermline	£245

20 & 21 May 2025	Managing & Leading the Team	Dunfermline	£435
June 2025			
12 June 2025	Mental Health in the Workplace	Dunfermline	£245
18 & 19 June 2025	Train the Trainer	Dunfermline	£435

**Coming soon:** Critical Thinking Skills; Decision Making; Managing Diverse Teams; Working with Different Generations; Digital Marketing Basics.

**The following courses are also available, subject to demand:**

- Introduction to Lean
- Presentation Skills
- Effective Business Writing
- Developing Leaders of the Future
- Developing the Strategic Manager
- Negotiation Skills
- Equality & Diversity in the Workplace
- Managing the Performance of Staff
- Consultative Selling

If you don't see what you are looking for, please contact us to discuss your requirements, as we can also deliver bespoke courses to meet individual company needs either at our purpose-built training and conferencing venue, [Carnegie Conference Centre](#), or at your own premises.

To book your place, or find out more about our other IT short courses, please call **0344 248 0153** or email [sales@fife.ac.uk](mailto:sales@fife.ac.uk)