

## Professional Development Short Course Dates for 2024/25

Date	Course	Location	Price (per person)
<b>March 2025</b>			
25 March 2025	Managing Mental Health	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
<b>June 2025</b>			
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)