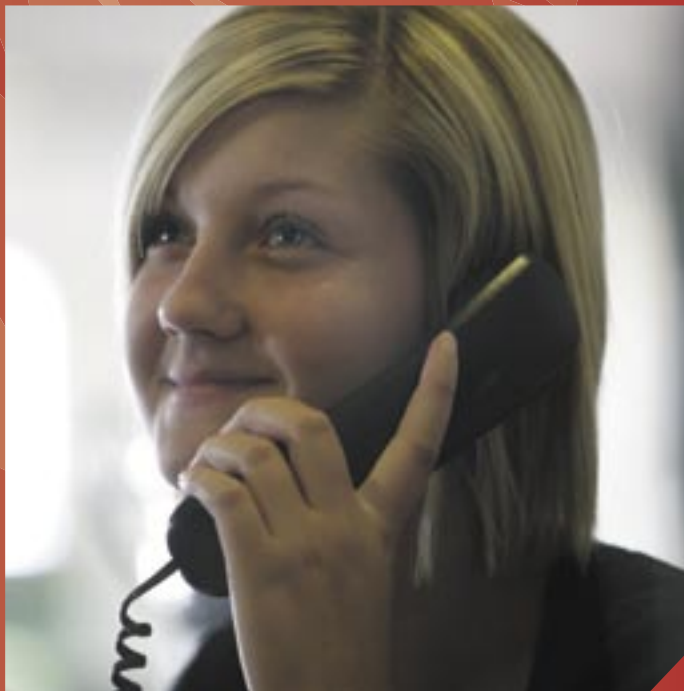


SHORT COURSES FOR BUSINESS

Lincoln
Newark
Gainsborough
College



Lincoln | Newark | Gainsborough

Issue 1 - 2010/11

There has never been a better time to increase the skills of your staff through training. As one of the largest training providers in the East Midlands Lincoln College understands your business needs and how training can help you to be more competitive and profitable.

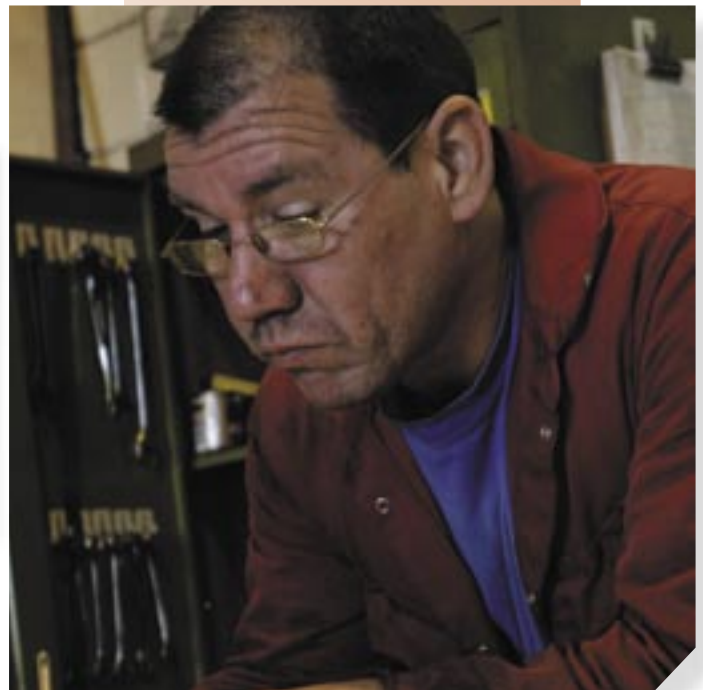
This short guide outlines the range of short courses we offer. There are a number of options to learn:

- Individuals and employees are welcome to attend courses on our College premises
- We can customise an existing course to allow you to build on the skills you already have
- We can develop a bespoke training programme, tailored to the needs of your organisation.

Tailormade training can be delivered at a place that is convenient to you and your staff, at a time that fits around your working day or shift patterns. Costs shown are based on individuals attending a course at College, however, we are able to offer discounts for group bookings and are happy to provide a quote for training delivered at a venue of your choice, and a time that suits you.

Our experienced Business Advisers will:

- Talk to you to understand your business and the goals you have
- Identify the training your staff will need to achieve these goals
- Put in place a comprehensive individualised training plan for each staff member
- Provide a single point of contact for the duration of your training
- Visit you again when the training is complete to measure the impact on your business.



COURSE TITLE	START DATE	LOCATION	COST	CONTACT
Effective Communication	1 Day	Lincoln College	£160	School of Business 01522 876311 enquiries@lincolncollege.ac.uk
Effective Presentation Skills	1 Day	Lincoln College	£160	
Organising and Running a Meeting	1 Day	Lincoln College	£160	
Improving your CV	1 Day	Lincoln College	£160	
Assertiveness	1 Day	Lincoln College	£160	
Confidence Building	1 Day	Lincoln College	£160	
Team Working	1 Day	Lincoln College	£160	
Time Management	1 Day	Lincoln College	£160	
Problem Solving and Decision Making	1 Day	Lincoln College	£160	
Successful Recruitment and Interviewing Skills	1 Day	Lincoln College	£160	
Delivering Excellent Customer Service	1 Day	Lincoln College	£160	
Effective Marketing	1 Day	Lincoln College	£160	
Managing Conflict in the Workplace	1 Day	Lincoln College	£160	
Introduction to Successful Selling	1 Day	Lincoln College	£160	
Finance for Non-Finance Managers	1 Day	Lincoln College	£160	
Planning and Managing Budgets	1 Day	Lincoln College	£160	
Lean Principles	1 Day	Lincoln College	£160	
Planning and Understanding Change in the Workplace	1 Day	Lincoln College	£160	
Introduction to Leadership	1 Day	Lincoln College	£160	
C&G Award Bookkeeping Level 1	7 Sept	Lincoln College	£210	
C&G Award Bookkeeping Level 2	30 Nov	Lincoln College	£265	
Payroll	10 Feb	Lincoln College	£195	
C&G Computerised Accounts Level 2	29 Mar	Lincoln College	£210	
ILM L2 Award in Team Leading	21 Sept	Lincoln College	£175	
ILM L2 Certificate in Team Leading	14 Sept	Lincoln College	£345	
ILM L3 Award in First Line Management	9 Nov	Lincoln College	£215	
ILM L3 Cert in First Line Management	22 Sept	Lincoln College	£675	
Medical Terminology	23 weeks Nov	Lincoln College	£180	
CIEH Level 2 Award in Food Safety in Catering	1 Day	Lincoln College	£65	
BIIAB Level 2 Certificate for Personal Licence Holders	1 Day	Lincoln College	£150	
BIIAB Level 2 Award for Designated Premises Supervisors	1 Day	Lincoln College	£140	
Preparing a Wine List	1 Day	Lincoln College	£160	
Legislation for the Property Sector	Half Day 7 Dec	Lincoln College	£80	
Progressing Customer Enquiries in the Property Sector	Half Day 4 Jan	Lincoln College	£80	
Maintaining the Display of Marketing Materials in the Property Sector	Half Day 1 Feb	Lincoln College	£80	

If a course is listed as '1 Day' please contact us for the next available start date

Lincoln College can develop and deliver courses to suit the needs of your business and will be pleased to visit you to discuss your specific requirements.

COURSE TITLE	START DATE	LOCATION	COST	CONTACT	
Level 2 Introduction to Counselling	Sept - 10 & Jan - 11	Lincoln College (Sept) Newark College (Jan)	£165	School of Care and Salon Services 01522 876390	
Level 2 Certificate in Nail Technology	Sept - 10	Lincoln College	£600 inc kit		
Driver CPC (lorry, bus and coach drivers) Contact 01522 876386	1 Day	Lincoln College	£125	School of Construction and Engineering 01522 876371 enquiries@lincolncollege.ac.uk	
Welding C&G 3268	Sept - 10 Jan - 11	Lincoln College Newark College	£258		
Automotive Vehicle Restoration	Subject to demand	Lincoln College	£265		
Abrasive Wheels	Subject to demand	Lincoln College	£125		
17th Edition	1 Day	Lincoln College Newark College Gainsborough College	£510		
17th Editon Update	1 Day	Lincoln College Newark College Gainsborough College	£175		
Basic PAT Testing (Prior to PAT course)	1 Day	Lincoln College Newark College	£182		
PAT Testing (C&G 2377-11) Management of Electrical Equipment	1 Day	Lincoln College Newark College	£182		
PAT Testing (C&G 2377-12) Inspection & Testing of Electrical Equipment	1 Day	Lincoln College	£182		
PLC (Programmable Logic Controllers)	Jan - 11	Lincoln College	£225		
PLC (Programmable Logic Controllers) Advanced Short Course	Apr - 11	Lincoln College	£225		
Fundamental Inspection, Testing and Initial Verification (2392-10)	4 Days	Lincoln College Newark College	£563		
Inspection Testing and Certification of Electrical Installations (2391-10)	4 Days	Lincoln College Newark College	£619		
Initial Core Gas Safety	1 Day	Lincoln College	£900		School of Construction and Engineering 01522 876347 or 01522 876348 enquiries@lincolncollege.ac.uk
Reassessment - core Gas Safety	1 Day	Lincoln College	£355		
C&G 6084	1 Day	Lincoln College	£114		
Unvented Hot Water	1 Day	Lincoln College	£150		
Water Regulations	1 Day	Lincoln College	£120		
Initial - Core Gas Safety	1 Day	Lincoln College	Assessment £383		
Reassessment - Core Gas Safety	1 Day	Lincoln College	Assessment £383		
Central Heating Boilers	1 Day	Lincoln College	£121		
Gas Cookers & Hobs	1 Day	Lincoln College	£121		
Warm Air Heating	1 Day	Lincoln College	£121		
Gas Fire and Wall Heaters	1 Day	Lincoln College	£121		
Combustion Performance Analysis	1 Day	Lincoln College	£121		
Gas Meters	1 Day	Lincoln College	£121		
Water Heaters	1 Day	Lincoln College	£121		

COURSE TITLE	START DATE	LOCATION	COST	CONTACT
Health and Safety Responsibilities for Directors and Senior Executives	1 Day	Various venues across the county	£125	Business Development Centre 0845 270 7227 employers@lincolncollege.ac.uk
Safety Awareness	1 Day	Various venues across the county	£95	
Asbestos Awareness	1 Day	Various venues across the county	£60	
Manual Handling	1 Day	Various venues across the county	£60	
IOSH Managing Safely	5 Days	Various venues across the county	POA	
IOSH Working Safely	1 Day	Various venues across the county	POA	
CIEH L2 Award in Health and Safety	1 Day	Lincoln College	£65	School of Business 01522 876311 enquiries@lincolncollege.ac.uk
CIEH L2 Award in Food Safety	1 Day	Lincoln College	£65	
NEBOSH	Sep - 10	Newark College	£700	School of Care and Salon Services 01522 876390 enquiries@lincolncollege.ac.uk
Art for Beginners	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£35	Community Education 01522 876258 communityeducation@lincolncollege.ac.uk
Craft for all Seasons	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
Introduction to Genealogy	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£15	
Beginners French	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
Beginners Spanish	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	

If a course is listed as '1 Day', '4 Days' or '5 Days' please contact us for the next available start date

COURSE TITLE	START DATE	LOCATION	COST	CONTACT
Beginners French	Sep -10 Jan - 11	Newark College	£85	School of Access and Advanced Education 01522 876321 enquiries@lincolncollege.ac.uk
Intermediate French	Sep -10 Jan - 11	Newark College	£85	
Upper-Intermediate French	Sep -10 Jan - 11	Newark College	£85	
Advanced French	Sep -10 Jan - 11	Newark College	£85	
Beginners German	Sep -10 Jan - 11	Newark College	£85	
Intermediate/Upper-Intermediate German	Sep -10 Jan - 11	Newark College	£85	
Advanced German	Sep -10 Jan - 11	Newark College	£85	
Beginners Italian	Sep -10 Jan - 11	Newark College	£85	
Intermediate/Upper-Intermediate Italian	Sep -10 Jan - 11	Newark College	£85	
Advanced Italian	Sep -10 Jan - 11	Newark College	£85	
Beginners Spanish	Sep -10 Jan - 11	Lincoln College Newark College	£85	
Intermediate Spanish	Sep -10 Jan - 11	Newark College	£85	
Intermediate/Upper-Intermediate Spanish	Sep -10 Jan - 11	Lincoln College	£85	
Provision for non-native speakers of English	Sep -10 Jan - 11	Lincoln College	£6/£8.50 per hour	
Digital Photography	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	Community Education 01522 876258 communityeducation@lincolncollege.ac.uk
Internet Shopping/Security/Safety	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
Internet/Email & Word Processing	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
Presentations/DTP	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
Spreadsheets/Databases	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	£25	
ECDL	Sep - 10	Community venues across Lincoln, Newark and Gainsborough	Level 1 £75 Level 2 £125	
Introduction to Trainer Skills (City & Guilds 7300)	2 Days, Oct, Mar, June	Lincoln College Newark College	£155	Teaching and Learning 01522 876000 ext 6799 enquiries@ lincolncollege.ac.uk

COURSE TITLE	START DATE	LOCATION	COST	CONTACT
Introduction to Advanced Word 2007	1 Day	Lincoln College	£65	<p style="text-align: center;">The Learning Shop 01522 876360 LDLearningshop@lincolncollege.ac.uk</p>
Introduction to IT	Sept, Oct, Nov, Dec	Lincoln College	£40	
Introduction to Advanced Excel 2007	1 Day	Lincoln College	£65	
Data manipulation within a Database	1 Day	Lincoln College	£65	
Using Advanced features in Excel	1 Day	Lincoln College	£65	
Introduction to Web Design	1 Day	Lincoln College	£65	
Introduction to Advanced Outlook	1 Day	Lincoln College	£65	
Introduction to Advanced Outlook incl calendar and appointments	1 Day	Lincoln College	£65	
Introduction to Advanced Word Processing	1 Day	Lincoln College	£65	
Introduction to Advanced Spreadsheets	1 Day	Lincoln College	£65	
Introduction to Advanced Presentations	1 Day	Lincoln College	£65	
Introduction to Digital Photography	1 Day	Lincoln College	£65	
ITQ	Anytime	Lincoln College	£65	
Introduction to Using a Computer and File Management	1 Day	Lincoln College	£65	
ECDL	Anytime	Lincoln College	Level 1 £75; Level 2 £125; Level 3 £716	

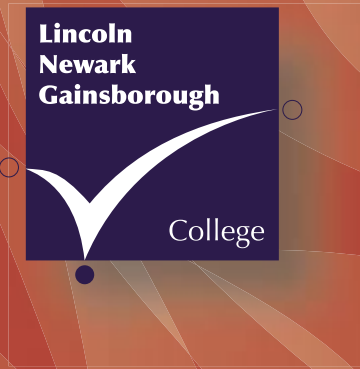
If a course is listed as '1 Day', '2 Days' or 'Anytime' please contact us for the next available start date

Apprenticeships with Lincoln College are Good for Business

We can tailor all our training to your organisation's precise business needs.
Contact us to arrange a meeting with one of our Business Advisers on 0845 270 7227.



0845 270 7227 | employers@lincolncollege.ac.uk



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