

LEARNING



Scotland Excel

Free “Stay Connected” Sessions

Training isn't just important to any organisation, it is essential. No matter what point you are at in your career, you will always need to acquire, develop, strengthen, or update your skills.

Scotland Excel now offer a range of **FREE** online interactive 1 hour programs, to meet your particular needs and help you on your lifelong learning journey.

We provide short on-line sessions in key fields of:

Procurement

Project Management

Leadership & Management

Coaching & Mentoring

Business Analysis

The **FREE** sessions can be accessed in your laptop, tablet or phone. The May and June dates are listed overleaf. Each 1 hour session can be recorded in your CPD portfolio.



The
Academy



May

| Date | Course | Time | Tutor |
|------|---|-------------|---------------|
| 5 | Project Management Fundamentals | 2pm - 3pm | Donnie MacRae |
| 6 | Contract Management | 2pm - 3pm | Chris Gibson |
| 7 | Time to Lead - Introduction to Leadership | 2pm - 3pm | Ian McNaught |
| 12 | Specification Writing | 10am - 11am | Chris Gibson |
| 14 | How Do We Do More With Less? - Innovative New Ways of Working | 10am - 11am | Ian McNaught |
| 15 | Introduction to Mentoring | 10am - 11am | Donnie MacRae |
| 19 | Transformation Coaching | 2pm - 3pm | Donnie MacRae |
| 20 | Negotiation Skills | 2pm - 3pm | Chris Gibson |
| 21 | Information Based Decision Making | 2pm - 3pm | Ian McNaught |
| 26 | Project Management Fundamentals | 10am - 11am | Donnie MacRae |
| 28 | Personal Development and Self-Determination | 10am - 11am | Ian McNaught |

June

| Date | Course | Time | Tutor |
|------|------------------------------------|-------------|---------------|
| 1 | Contract Management | 10am - 11am | Chris Gibson |
| 2 | Introduction to Mentoring | 2pm - 3pm | Donnie MacRae |
| 3 | Specification Writing | 2pm - 3pm | Chris Gibson |
| 9 | Transformational Coaching | 10am - 11am | Donnie MacRae |
| 10 | Negotiation Skills | 10am - 11am | Chris Gibson |
| 25 | Coacting - A Viable Way Forward... | 10am - 11am | Ian McNaught |

How do I book a place?

Your booking will be taken on a first come first serve basis by contacting Helene.Holden@scotland-excel.org.uk or on 0141 618 7436.