

# Scotland Excel

REVISED DATES

## 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 session dates are listed overleaf. Each 1 hour session can be recorded in your CPD portfolio.



The  
Academy



## May

Date	Course	Time	Tutor
26	Project Management Fundamentals	10am - 11am	Donnie MacRae

## 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
12	Introduction to Leadership	1pm - 2pm	Ian McNaught
16	Contract Management	10am - 11am	Chris Gibson
19	Project Management Fundamentals	10am - 11am	Donnie MacRae
19	Specification Writing	2pm - 3pm	Chris Gibson
23	Negotiation	10am - 11am	Chris Gibson
23	Transformational Coaching	2pm - 3pm	Donnie MacRae
25	Coacting - A Viable Way Forward...	10am - 11am	Ian McNaught
25	Introduction to Mentoring	2pm - 3pm	Donnie MacRae

## July

Date	Course	Time	Tutor
21	How Do We Do More With Less? Innovative New Ways of Working	2pm - 3pm	Ian McNaught

## August

Date	Course	Time	Tutor
4	Information Based Decision Making	2pm - 3pm	Ian McNaught
20	Personal Development and Self-Determination	2pm - 3pm	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](mailto:Helene.Holden@scotland-excel.org.uk) or on 0141 618 7436.