



Moray Council

Employee Development Course Timetable 2018

Course Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Body Language	Half day		28						30				
Building Personal Resilience	Half day		22						23				
Coaching Skills for Managers	2 half days	23 & 30							22 & 29				
Confident Communications	Half day		15		17					13		15	
Corporate Induction	Half day		27	28	26	29	27		28	27	31	29	
Customer Excellence	Half day		1							6			
ERDP Briefing for Managers	Half day		6				7				3		
Get it Write, Right!	Half day			15						20			
Health & Work	Half day			22								8	
Leading Effective Meetings	Half day		20							19			
Mental Health Awareness	Full day					2			14			28	
Minute Taking	Half day			8			14			26			
Planning for the Future	Full day		28		24			25			3		
Presentation Skills	2 half days			13 & 21			13 & 20						
Recruitment and Selection	Full day	31			25		12		16		4		
Responding to Aggression & Violence	Half day			7							30		
Self-harm Awareness	Half day	25				23						22	
Speed Reading	Half day						21						
Supervision Soft Skills	Half day					9				11		20	
Time Management	Half day					1				4			