Certificate of Professional Development Sessions. Autumn term schedule.

Red entries: Communication. Blue entries: Personal Effectiveness. Purple entries: Leadership.

The Skills Development Service reserves the right to cancel, postpone or alter the sessions shown but prior advice will be provided appropriately

Book at http://www.cardiffstudents.com/jobs-skills/skills-development-service/signing-up/

Certificate of Professional Development in Communication					
Day	Date	Unit Title	Time		
Thursday	02/02/2016	Assertiveness	1400-1600		
Thursday	16/02/2017	Assertiveness	1400-1600		
Friday	24/02/2017	Assertiveness	1030-1230		
Monday	27/02/2017	Assertiveness	1730-1930		
Tuesday	21/03/2017	Assertiveness	1730-1930		
Thursday	13/04/2017	Assertiveness	1400-1600		
Wednesday	25/01/2017	Assertiveness	1400-1600		
Tuesday	24/01/2017	Coaching Skills	1400-1600		
Monday	30/01/2017	Coaching Skills	1730-1930		
Tuesday	07/02/2017	Coaching Skills	1730-1930		
Friday	17/02/2017	Coaching Skills	1030-1230		
Friday	24/02/2017	Coaching Skills	1700-1900		
Monday	20/03/2017	Coaching Skills	1730-1930		
Thursday	23/03/2017	Coaching Skills	1030-1230		
Wednesday	12/04/2017	Coaching Skills	1400-1600		
Friday	20/01/2017	Commercial Awareness	1030-1230		
Wednesday	25/01/2017	Commercial Awareness	1730-1930		
Tuesday	31/01/2017	Commercial Awareness	1400-1600		
Thursday	09/02/2017	Commercial Awareness	1730-1930		
Tuesday	28/02/2017	Commercial Awareness	1730-1930		
Wednesday	08/03/2017	Commercial Awareness	1730-1930		
Monday	13/03/2017	Commercial Awareness	1400-1600		
Friday	24/03/2017	Commercial Awareness	1400-1600		

Monday	03/04/2017	Commercial Awareness	1030-1230	
Monday	20/02/2017	Commercial Awareness	1400-1600	
Thursday	12/01/2017	Customer Communication Skills	1400-1600	
Tuesday	07/02/2017	Customer Communication Skills	1400-1600	
Friday	10/02/2017	Customer Communication Skills	1700-1900	
Monday	13/02/2017	Customer Communication Skills	1730-1930	
Monday	20/02/2017	Customer Communication Skills	1730-1930	
Wednesday	08/03/2017	Customer Communication Skills	1400-1600	
Thursday	16/03/2017	Customer Communications Skills	1730-1930	
Friday	31/03/2017	Customer Communications Skills	1730-1930	
Thursday	09/03/2017	Dealing With Perfectionism	1400-1600	
Monday	13/03/2017	How To Manage Anger & Communicate More Effectively	1430-1630	
Tuesday	24/01/2017	Leadership In Difficult Situations	1400-1600	
Friday	10/02/2017	Leadership In Difficult Situations	1030-1230	
Tuesday	14/02/2017	Leadership In Difficult Situations	1730-1930	
Thursday	23/02/2017	Leadership In Difficult Situations	1730-1930	
Monday	13/03/2017	Leadership In Difficult Situations	1730-1930	
Tuesday	21/03/2017	Leadership In Difficult Situations	1030-1230	
Friday	24/03/2017	Leadership In Difficult Situations	1030-1230	
Tuesday	11/04/2017	Leadership In Difficult Situations	1400-1600	
Monday	23/01/2017	Leadership Styles	1400-1600	
Friday	03/02/2016	Leadership Styles	1030-1230	
Monday	06/02/2017	Leadership Styles	1730-1930	
Thursday	09/02/2017	Leadership Styles	1400-1600	
Thursday	02/03/2017	Leadership Styles	1730-1930	
Monday	06/03/2017	Leadership Styles	1730-1930	
Monday	20/03/2017	Leadership Styles	1030-1230	
Thursday	23/03/2017	Leadership Styles	1730-1930	
Monday	10/04/2017	Leadership Styles	1400-1600	
Tuesday	10/01/2017	Listening & Awareness	1400-1600	
Thursday	02/02/2016	Listening & Awareness	1400-1600	
Monday	06/02/2017	Listening & Awareness	1400-1600	

Tuesday	14/02/2017	Listening & Awareness	1400-1600	
Tuesday	21/02/2017	Listening & Awareness	1730-1930	
Wednesday	01/03/2017	Listening & Awareness	1400-1600	
Thursday	09/03/2017	Listening & Awareness	1400-1600	
Wednesday	29/03/2017	Listening and Awareness	1400-1600	
Monday	16/01/2017	Motivation	1400-1600	
Monday	30/01/2017	Motivation	1400-1600	
Thursday	09/02/2017	Motivation	1030-1230	
Monday	13/02/2017	Motivation	1730-1930	
Tuesday	28/02/2017	Motivation	1400-1600	
Friday	03/03/2017	Motivation	1030-1230	
Thursday	09/03/2017	Motivation	1730-1930	
Monday	20/03/2017	Motivation	1400-1600	
Wednesday	11/01/2017	Negotiation Skills	1400-1600	
Thursday	02/02/2016	Negotiation Skills	1730-1930	
Tuesday	07/02/2017	Negotiation Skills	1730-1930	
Monday	13/02/2017	Negotiation Skills	1400-1600	
Wednesday	22/02/2017	Negotiation Skills	1400-1600	
Thursday	23/02/2017	Negotiation Skills	1400-1600	
Tuesday	28/02/2017	Negotiation Skills	1030-1230	
Friday	10/03/2017	Negotiation Skills	1030-1230	
Tuesday	14/03/2017	Negotiation Skills	1730-1930	
Tuesday	21/03/2017	Negotiation Skills	1730-1930	
Thursday	30/03/2017	Negotiation Skills	1730-1930	
Friday	13/01/2017	Practical Presentations	1030-1230	
Tuesday	31/01/2017	Practical Presentations	1400-1600	
Monday	06/02/2017	Practical Presentations	1730-1930	
Wednesday	15/02/2017	Practical Presentations	1400-1600	
Monday	20/02/2017	Practical Presentations	1400-1600	
Tuesday	28/02/2017	Practical Presentations	1730-1930	
Tuesday	28/03/2017	Practical Presentations	1730-1930	
Monday	17/01/2017	Problem Solving	1400-1600	

Tuesday	31/01/2017	Problem Solving	1730-1930	
Monday	06/02/2017	Problem Solving	1400-1600	
Tuesday	14/02/2017	Problem Solving	1730-1930	
Wednesday	15/02/2017	Problem Solving	1400-1600	
Monday	06/03/2017	Problem Solving	1730-1930	
Tuesday	21/03/2017	Problem Solving	1400-1600	
Thursday	09/02/2017	Sales Skills	1730-1930	
Friday	10/03/2017	Sales Skills	1400-1600	
Monday	20/03/2017	Sales Skills tbc	1800-2000	
Monday	09/01/2017	Speaking & Presenting	1400-1600	
Monday	30/01/2017	Speaking & Presenting	1400-1600	
Tuesday	31/01/2017	Speaking & Presenting	1730-1930	
Wednesday	08/02/2017	Speaking & Presenting	1400-1600	
Thursday	16/02/2017	Speaking & Presenting	1730-1930	
Tuesday	21/02/2017	Speaking & Presenting	1400-1600	
Monday	27/02/2017	Speaking & Presenting	1730-1930	
Thursday	02/03/2017	Speaking & Presenting	1400-1600	
Tuesday	07/03/2017	Speaking & Presenting	1400-1600	
Thursday	16/03/2017	Speaking & Presenting	1400-1600	
Monday	27/03/2017	Speaking & Presenting	1730-1930	
Tuesday	18/01/2017	Successful Networking	1400-1600	
Friday	27/01/2017	Successful Networking	1030-1230	
Monday	13/02/2016	Successful Networking	1400-1600	
Tuesday	21/02/2017	Successful Networking	1730-1930	
Tuesday	07/03/2017	Successful Networking	1730-1930	
Monday	13/03/2017	Successful Networking	1730-1930	
Wednesday	22/03/2017	Successful Networking	1400-1600	
Tuesday	04/04/2017	Successful Networking	1400-1600	
Monday	30/01/2017	Teamwork	1730-1930	
Tuesday	14/02/2017	Teamwork	1400-1600	
Monday	20/02/2017	Teamwork	1730-1930	
Friday	10/03/2017	Teamwork	1700-1900	

Thursday	16/03/2017	Teamwork	14.00-16.00	
Thursday	23/03/2017	Teamwork	1400-1600	
Friday	17/02/2017	The Confidence Factor	1200-1400	
Thursday	19/01/2017	Time Management	1400-1600	
Tuesday	07/02/2017	Time Management	1400-1600	
Tuesday	21/02/2017	Time Management	1400-1600	
Monday	27/02/2017	Time Management	1400-1600	