

I have worked with Michael Astrop for many years – he delivers training courses which compliment mine and I have been luck enough to persuade him to run some courses for me over the summer of 2011 and into the autumn.

Here is the schedule which I hope you find tempting

Please book in the usual way – via the booking form – or email me margaret@benchmark-marketing.co.uk for more information – or for a brief chat call me on 01977 682900

Course title	Date	Cost
How to develop self awareness & improve performance <i>Knowing yourself – your strengths & weaknesses can help improve you – your attitude – & your success</i>	3 rd August, 2011 21 st September, 2011	£100 + VAT
How to chair & manage meetings <i>Struggling to keep everyone involved – on time – in time – all the time? This is the course for you!</i>	4 th August, 2011 28 th September, 2011	£100 + VAT
Finance for the non-financial manager <i>If spreadsheets and accounts have you in a tizz – this course will show you how to read accounts to make measured decisions</i>	24 th August, 2011 29 th September, 2011	£100 + VAT
It's a new day – managing change <i>It's a fact - change happens – it's how we manage it that is important</i>	7 th September, 2011	£100 + VAT

<p>Dealing with difficult people and situations <i>We encounter these all the time in both work and personal life – learn the formula to help deal with the issues that life throws at you</i></p>	<p>9th August, 2011 26th September</p>	<p>£100 + VAT</p>
--	--	-------------------