

Bristol Public Course Schedule

Jun 2008 to Sept 2008

All courses take place at the Aztec Centre, Aztec West, Bristol, BS32 4TD

Title of Course	Course Length (Days)	Price of Course (excl VAT)	June	July	Aug	Sept
<u>Business letter, email and report writing</u>	1	250	26	25	20	24
<u>Customer Service</u>	1	250	-	2	1	5
<u>Time Management</u>	1	250	-	17	28	30
<u>Train the Trainer</u>	1	350	26	22	-	3
<u>Budgeting and Budget Management</u>	1	250	-	4	4	8

What does my course include?

- Training between 9.30am and 4.30pm
- Refreshments including lunch
- Certificate of completion
- Course notes or manual depending on course
- Free parking