

www.spearhead-training.co.uk 01608 644144



Open Course Calendar

2017



MANAGEMENT - SALES - BUSINESS SKILLS - FMCG



Improving Business Performance

"Very relevant to helping me in my new role"

KS Introduction to Selling

"The whole content was immensely valuable"

SK Executive Leadership Programme

"Overall fantastic – gained a lot"

PR Essential Sales Skills

"Exceeded my expectations"

SE Management Development Programme

Exceptional Post-training Support For Every Delegate...

- ✓ Full course notes and reference materials for you to take away
- ✓ Dedicated Help Line to talk to your tutor
- ✓ E-train – our unique training support modules delivered at regular intervals to your inbox for a full year



Open Courses 2017

Our open courses combine up-to-date content with expert delivery, which together with our exceptional post-training support package gives you a real return on your investment.

All courses are run with small groups to guarantee you maximum individual attention. We recommend you book now. However, if you want more details of content visit us online or call and we will be pleased to send you a CD or printed listing.

Loyalty Discount Scheme

Make Spearhead your training partner and benefit from the best loyalty scheme available. It's based on the cumulative number of days booked with no restrictions on who from your organisation makes the booking. This really is the fairest scheme to be had for maximum reward. We will even track all bookings from your organisation and inform you what level of discount applies to the bookings you make – so it's easy for you to get the training you need, when you need it and at the best possible price.

Training days booked in any twelve month period:

1-3	Full Fee
4-6	10% Discount
7-9	15% Discount
10-12	17.5% Discount

More than 12, call us for details: 01608 644144

In Company Training

All courses in this brochure can be presented exclusively for your organisation. We also have many standard in-company courses, details of which can be found on our website:

www.spearhead-training.co.uk.

If you do not see what you want why not use our bespoke training service, we will create a tailored course to meet your specific needs – just give us a call on **01608 644144**.

- **MANAGEMENT**
- **BUSINESS SKILLS**
- **SALES**
- **FMCG**

Spearhead Training: 2017 Open Course Calendar

➤ Management Training	Duration	Venue(s) / Cost	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Management Development Programme Business management skills for senior managers	3 day	ET £1425		6-8		19-21			26-28			16-18		
Executive Leadership Programme Leadership skills for senior managers	3 day	ET £1445			6-8			14-16			4-6		22-24	
Managing the Sales Force How to get the best from the sales team	3 day	ET £1425		8-10		11-13		7-9		7-9		2-4		6-8
Introduction to Management A flying start to a career in management	3 day	ST £1395	16-18		1-3	19-21		5-7	19-21		4-6		8-10	
Management Skills Management beyond the basics	2 day	ST £945 LO £995	12-13 ST		15-16 LO		4-5 ST		4-5 LO	29-30 ST		24-25 LO		18-19 ST
Supervisory and Team Leader Skills First steps in organising and directing work effort	2 day	ST £895 LO £945	17-18 LO		6-7 ST		9-10 LO		6-7 ST		5-6 LO	19-20 ST		12-13 LO
Managing Remote Teams Mastering Virtual team Management	1 day	ST £495 LO £525	6 LO		20 ST		16 LO		28 ST		19 LO		13 ST	
Positive Performance Management Getting the best out of people	1 day	ST £495		10		3		12		4		23		7
Perfect PA Enhancing executive performance	1 day	ST £425 LO £445	10 LO	14 ST	14 LO	4 ST	25 LO	29 ST	25 LO		1 ST	11 LO	3 ST	5 LO
➤ Business Skills Courses														
Presentation Skills Master techniques for maximum impact	2 day	ST £895 LO £945	3-4 LO		6-7 ST	26-27 LO		26-27 ST		8-9 LO		19-20 ST		13-14 LO
Financial Awareness Everything you need to know for the non-specialist	2 day	ST £895 LO £945	19-20 ST		1-2 LO	12-13 ST			11-12 LO		28-29 ST		1-2 LO	
Time Management Top techniques for busy people	1 day	ST £425 LO £445	26 LO		21 ST		9 LO			3 ST		12 LO		4 ST
Assertiveness Skills The art of confident communication	1 day	ST £425 LO £445	24 LO		9 ST	25 LO		13 ST	11 LO	24 ST		17 LO		1 ST
Persuading and Influencing Skills How to reach positive outcomes	1 day	ST £425 LO £445	24 LO	17 ST		6 LO	22 ST		4 LO	21 ST		5 LO	30 ST	
Effective Written Communication Create clear, concise, results focused messages	1 day	ST £425 LO £445		6 ST		11 LO		2 ST	13 LO		21 ST	31 LO		12 ST
Project Management Workshop Introduction to project management techniques	1 day	ST £425 LO £445		2 LO		6 ST		8 LO		21 ST		26 LO	30 ST	

FULL COURSE DETAILS AVAILABLE AT www.spearhead-training.co.uk OR CALL 01608 644144

Key: ST = Spearhead Training Centre, Chipping Norton LO = Central London ET = Ettington Chase, Nr Stratford-Upon-Avon



Spearhead Training: 2017 Open Course Calendar

➤ Sales Training	Duration	Venue(s) / Cost	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Account Management Building business partnerships	3 day	ST £1425		1-3		3-5	24-26			7-9		4-6		11-13
Essential Sales Skills Improve your skills and close more orders	3 day	ST £1395	23-25		22-24		10-12		12-14		27-29		22-24	
Sales Negotiation Skills Minimise concessions and conclude good deals	3 day	ST £1425	16-18		15-17		22-24		17-19		11-13		1-3	13-15
Introduction To Selling A fast track introduction to selling	2 day	ST £895 LO £945	5-6 LO		13-14 ST		3-4 LO	12-13 ST	26-27 LO		11-12 ST	25-26 LO		4-5 ST
Advanced Sales Skills Master the challenge of high level selling	2 day	ST £945 LO £995		15-16 ST		5-6 LO		12-13 ST		15-16 LO		12-13 ST		18-19 LO
Telephone Sales The right way to build business on the telephone	1 day	ST £495 LO £525	3 ST		1 LO		12 ST		5 LO		18 ST		7 LO	
Getting New Business The right way to develop new business opportunities	1 day	ST £495	30				5		12		26			
➤ Fast Moving Consumer Goods Courses														
National Account Management The definitive course for NAMs	2 day	ST £995		16-17		24-25			3-4		13-14		16-17	
Category Management Making category management work for you	2 day	ST £995	30-31			27-28				7-8		30-31		

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**We also provide
in-company training
Call us on 01608 644144**



To book course places, or for information, please complete the appropriate sections on the form and fax to **01608 649680** or post to the address below. Please include your remittance for all course bookings.

Spearhead Training Group Ltd
18/19B Cheriton House, Cromwell Park
Chipping Norton, Oxon, OX7 5SR
Tel: 01608 644144
Fax: 01608 649680
E-mail: info@spearhead-training.co.uk
www.spearhead-training.co.uk

Course Timings

All courses start at 10:00 on the first day and finish at 17:00 on the last day.

Open Courses

Our published fee includes all course materials, use of video and other training equipment as required.

Prepared key topic notes for delegates' future reference are provided.

The number of delegates attending each course is limited to ensure individual participation.

Programme fees include lunch and light refreshments.

If overnight accommodation is required we can provide information on local hotels.

Reservations

Bookings can be made using the booking form, or by telephone, letter, email, fax or on-line. A receipted tax invoice will be sent to cover VAT. Full instructions are sent to each delegate via email to the company making the booking.

VAT

VAT is charged at the current rate on all accounts.
Reg. No. 335 3725 60

Payment of Invoices

Payments are due 14 days before the start of the course.

Venues, Dates and Content

All the information in this brochure is correct at time of print. We reserve the right to make changes should it be necessary.

Cancellations & Transfers

Cancellations/transfers after places have been confirmed will incur an administrative charge of 15% of the course fee. Cancellations and transfers within 14 days of the course start cannot be accepted. Substitutes can be made at any time before the course start date without cost penalty.

1. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____

2. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____

3. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____

(continue on photocopied form if necessary)

I would like to pay by:

Please invoice my company

Cheque

(course fee + VAT payable to Spearhead Training Group Ltd)

Credit/Debit Card

(we will email you your invoice which will contain a secure payment link)

Signature _____

Name _____

Job Title _____

Company _____

Address _____

Post Code _____

Telephone No _____

Fax No _____

E-mail _____

Please contact me regarding the following:

In-Company training

Consultancy

Joint venture projects