



Open Course Calendar 2018



MANAGEMENT - SALES - BUSINESS SKILLS - FMCG



Improving Business Performance

"I will certainly be recommending this course"

I.M. about Executive Leadership Programme

"Very supportive tutor – very happy with the course"

A.B. about Supervisory and Team Leader Sills

"Excellent delivery"

D.C. about Effective Written Communications

"Tutor was very clear – I very much enjoyed the course"

L.J. about Account Management

Exceptional Post-training Support For Every Delegate...

- ✓ Hand-outs and course support notes for you to take away in a folder
- ✓ Additional course specific reference materials for you to access via our dedicated learning portal
- ✓ 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 after your course



Open Courses 2018

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 printed listing.

Multiple Booking Discount

Where two or more delegates from the same company attend a given open course together, we offer the following multiple booking discount off the cost of each course place:

2 delegates	5% Discount
3 delegates	10% Discount
4 delegates	15% Discount
5 delegates	20% Discount

More than 5 delegates? Then an in-company course may be more cost effective for you.

Please 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: 2018 Open Course Calendar

Management	Duration	Cost	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Management Development Programme Business management skills for senior managers	3 day	£1425	15-17			04-06			16-18			03-05		12-14
Executive Leadership Programme Leadership skills for senior managers	3 day	£1445		07-09			02-04			06-08			07-09	
Managing the Sales Force How to get the best from the sales team	3 day	£1425	08-10		14-16		14-16		11-13		17-19		28-30	
Effective Management Skills - NEW for 2018 Essential skills for a career in management	3 day	£1395	29-31		26-28			04-06		20-22		15-17		05-07
Supervisory and Team Leader Skills First steps in organising and directing work effort	2 day	£895	15-16		06-07		10-11		04-05		03-04		05-06	
Managing Remote Teams Mastering virtual team management	1 day	£495		12				11			11			10
Business Skills														
Assertiveness Skills The art of confident communication	1 day	£425	24		19		21		23		10			
Effective Written Communication Create clear, concise, results focused messages	1 day	£425	22				15						12	
Sales														
Account Management Building business partnerships	2 day	£995		13-14			22-23		30-31				19-20	
Sales Negotiation Skills Minimise concessions and conclude good deals	2 day	£995		05-06			10-11			13-14			15-16	
Sales Skills - NEW for 2018 Enhance performance & develop sales skills...	2 day	£895	18-19		22-23		21-22		19-20		27-28		22-23	
Advanced Sales Skills Master the challenge of high level selling	2 day	£995	25-26			09-10			02-03			08-09		
Closing Skills - NEW for 2018 A masterclass in gaining customer commitment	1 day	£495	22		09		09		25		03			07
Fast Moving Consumer Goods														
National Account Management The definitive course for NAMs	2 day	£995		26-27			24-25			15-16			26-27	
FMCG Sales Skills - NEW for 2018 Improve your persuasive sales skills	1 day	£495		19			16		25			10		

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

The Training Venue

All open courses are held in our own training centre, situated in Chipping Norton, Oxfordshire.

The venue is easy to get to by either car or train and there is ample free on-site parking.

If you need to stay overnight then there is a good choice of local accommodation that you can book - some within walking distance of the training centre.

The training rooms are equipped to the highest standard with free WIFI.

Unlimited daytime refreshments are provided for all courses and delegates on full day courses are provided with a delicious two course lunch.



In Company Training

Spearhead Training was formed in 1981 and has developed an enviable reputation as a major provider of open training courses.

What is less well known is the fact that about half of our work is providing courses exclusively for the personnel of one company. This is referred to as "In Company" training.

The main advantage of in company training is you get a quality training course delivered at a time and location suitable for your delegates, and at a cost that is usually less per delegate than the equivalent open course fees.

Any of our open courses in this brochure can be presented exclusively for your own people as an in company course.

In addition, we also have a wide range of ready-to-run training programmes that we deliver on an in-company basis and offer a bespoke in-company training service.

For a no obligation discussion on your in company training needs please call us on the number below.



01608 644144

info@spearhead-training.co.uk

www.spearhead-training.co.uk



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 full day courses start at 09:30 on the first day and finish at 16:30 on the last day.

Half day courses start at 09:30 and finish at 13:00.

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 light refreshments and (for full day courses) lunch.

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 working days before the start of the course.

Venues, Dates and Content

All the information in this calendar 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 working 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:

BACs payment

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