



THE MANAGEMENT SCHOOL LONDON



The Management School London

2012/2013 International Executive Development & Staff Learning Programme

- London (England)
- Baltimore & Washington DC (USA)
- Kuala Lumpur (Malaysia)
- Dubai (UAE)
- Abuja (Nigeria)
- Nairobi (Kenya)
- Johannesburg (South Africa)
- Paris (France)
- Hong Kong (China)



The Management School London
Alperton House, Bridgewater Road, London HA0 1EH, England
Tel: +44(0)208 782 8990 Fax: +44(0)208 782 8991

E-mail: exctraining@themanagementschool.com Website: www.themanagementschool.com

The Management School London - The Global Pace Setter in Quality Human Resource Development & Learning



Who We Are

The Management School, London is a global leader and pace setter in Human Resources Development and Learning. The Group was established in 1980 and has over 30 years global experience in providing top quality learning and development courses to executives from different parts of the world. The School has operational bases in Europe, the Middle East, the United States of America and Africa. The Management School London is accredited by The British Accreditation Council for Higher Education. The school is a registered Training provider with the Department for Innovation, Universities and Skills of the British Government.

The Management School London is a member of the London Chamber of Commerce and Industry, a corporate member of the Chartered Institute of Personnel and Development, London and the Institute of Management Consultancy London of the Chartered Management Institute. The Management School, London is an accredited training provider of the Chartered Institute of Public Relations London. The School provides training for the CIPR Advanced Certificate and Diploma in Public Relations qualifications. The Management School London is accredited by the Chartered Management Institute as the Centres for the provision of courses leading to its professional qualifications.

The Management School London is accredited by the Association of Business Executives (ABE) as a training provider for the Certificate, Diploma and Advanced Diploma in Business Management, Financial Management, Business Information System and Marketing Programmes.

The Management School London has a close working relationship with leading professional bodies and they have worked together to provide joint training programmes.

The following Schools are members of The Management School, London:

a) The International School of Public Relations.

- b) The International School of Marketing.
- c) The International School of Banking and Finance.
- d) The International School of Management.

These Schools have grown to pre-eminent position in Human Resource Development and Learning because the group's policy is to ensure that clients have the best learning and development programmes available. The schools have provided learning events to a wide range of blue chip companies, Parastatals and Governments worldwide. The courses provided by the Schools are tailored to address the problems facing Managers today and tomorrow. The Schools' courses are designed to help executives deliver exceptional results.

In the current highly competitive environment and customer focus, the organisation that will excel will be those that have highly skilled, well trained, committed and motivated employees. Success for companies and organisations will depend on maximising the contributions of their employees in order to achieve a sustainable competitive advantage.

The Management School, London strongly believes that professionalism is cost effective and the School makes professionalism and creativity the norm.

Our Mission

The Schools' mission is to constantly excel and provide leadership in Human Resource Development and Learning.

Our mission is to help organisations to achieve agreed corporate goals through the provision of top quality learning intervention.

Our Network

The School has a global network. It has a working relationship with the American Management Training Academy, Baltimore, U.S.A., Universities, technical training institutions in the United Kingdom, TMS International in Dubai and BEEC International. The School has brought together Europe's foremost management experts who represent its faculty.

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For general enquiries and course registration please contact:

The Management School London
The Management School Training Centre
Alperton House, Bridgewater Road,
London HA0 1EH, England
Telephone: +44 (0)208 782 8990 (enquiries
& registration)
Fax: +44 (0)208 782 8991
Email:
exctraining@themanagementschool.com
Website:www.themanagementschool.com

School Dates:

The Management School is open all year round except during Christmas Periods when it is closed for Christmas and New Year.

School Closing Date:

17th December 2012 - 7th January 2013



Our Courses

The Management School London offers a wide range of Executive Development and Learning courses and seminars in Abuja, Accra, Amsterdam, Baltimore, Brussels, Cairo, Copenhagen, Dubai, Helsinki, Hong Kong, Johannesburg, Kuala Lumpur, London & Paris.

The course groupings are as follows:

General Management Courses

- The Senior International General Management Business School for Executives and Managers
- Advanced Management Course.

Human Resource Management Programmes

- Human Resource Management Courses
- Human Resource Planning
- Directors of Personnel Course.
- Senior Training & Development Management Course.
- Effective Negotiation Strategy.
- Reward Management Course

Public Relations Management Courses

- Senior International Public Relations Business School.
- Advanced Public Relations Course.
- Corporate Governance and Reputation Management Seminar.
- Strategic Public Relations Planning Course.
- How to Maximise Media Coverage.
- Effective Media Relations Management Course.
- The Master-Class Advanced Public Relations Course.

- Government Public Relations & Information Management Course.
- Research & Evaluation in Public
- Relations Management.

Senior Marketing, Sales and International Trade Course

- Senior International Marketing Business School.
- Integrated Marketing Communication.
- Senior Marketing & Sales Management Course.

Financial Management Courses

- Financial Analysis Budget & Evaluation.
- Advanced Auditing Course.

Public Sector Management Courses

- Advanced Management and Public Administration Course for Senior Government Officials.
- Legislative Practice Management Programme for Legislators (Managing Legislative Matters
- Budgeting and Budgetary Control).
- Strategic Management of Government Ministries and Parastatals.
- International Government Public Relations & Information Management Course.
- Senior Local Government Management Course.
- Effective Financial Management Course for Accountant Generals, Directors of Finance, Deputy Directors & Assistants and other Senior Officials.
- Advanced Auditing Course for Government Auditors. Finance Accounting & Budgeting Course.
- The Master-Class Advanced Public Relations Course.
- Senior International Public Relations Business School.



Information Technology Courses

- Information Technology for Executives.
- E-Commerce & Information Technology for Executives.

Senior Secretarial and Personal Assistant Courses

- International Senior Secretaries and Directors
- Personal Assistants Course.
- Senior Secretarial Computing Programme.

2012/2013 Courses

These updated courses will be repeated annually at the same periods each year. You should feel free to use this course prospectus to prepare for your 2012 & 2013 programmes.

Studying at the Management School, London

Global Experience:

We assure participants that studying at The Management School London will provide them with intellectual exercise, the latest management skills and knowledge which they can take back to their organisations. Our programmes are highly interactive and they provide delegates the opportunity to meet professionals from around the world. We have attracted delegates from around the world including; Angola, Bahrain, Britain, Brunei, Bulgaria, Cameroon, China, Czech Republic, Estonia, Finland, Gambia, Ghana, Hong Kong, Hungary, India, Kenya, Kuwait, Malaysia, Mauritius, Mozambique, Netherlands, New Zealand, Nigeria, Oman, Poland, Phillipines, Saudi Arabia, Singapore, South Africa, Tanzania, Thailand, UAE, USA, Zambia and Zimbabwe.

Study Schedules:

Study periods vary, from a two day programme, or one to two week programmes, depending on the course.

In House Training:

The Management School London also run tailored programmes for participants in their own home countries. These courses can run for a period of time as specified by the client and agreed with the school.

We will always provide companies with the very best of our faculty to train in your country; this can be a programme for your company specifically or a group of local companies in your city. It can be a small specialized group or a group of up to 30 delegates. We are flexible in providing you with the right sort of learning to meet your individual needs.

For further details on this please contact:

Training & Development Co-ordinator,
The Management School London
Alperton House, Bridgewater Road, London HA0 1EH,
England Tel: 020 8782 8990, Fax: 020 8782 8991
E-mail: exctraining@themanagementschool.com
Website: www.themanagementschool.com

Field Trips:

During Courses at The Management School, London, we arrange course visits to places such as; The Financial Times, Bloomberg, The House of Commons, Jaguar car manufacturers, The Chartered Institute of Marketing, The Chartered Institute of Public Relations, Companies House, The British Museum, Bank of England Museum, The London Stock Exchange, The Institute of Petroleum, The British Safety Council, British Airways, The British Civil Aviation Authority as well as many more attractions like; an open top bus tour of London (in summer), Buckingham Palace, and tea at the Dorchester. Field trips are designed to meet the needs of each Course.

Participants also receive photos as a memento of the event. We welcome suggestions to visit other places; let us know 2-3 weeks before the commencement of the course and we will do our best to arrange it. We cannot guarantee that all places will be visited within the one programme.

Quality Courses:

We are constantly working with leading professional organisations. All participants who successfully complete our course are awarded with a certificate of attendance and in some cases a diploma. The Management School London has run several courses for Directors in association with BEEC International in different centres in Africa.

Delegate Feedback:

At the end of each programme, we welcome feed back from our participants in order to improve the benefits of the course to each individual that attends. You may be asked to fill in an evaluation form, however verbal feedback is also welcomed.

Accommodation:

As none of our courses are residential, participants are in charge of organizing their individual accommodation needs. Although we do not deal with accommodation directly, we can always suggest places and ways to find good accommodation that is decent, affordable and central to the course venues.



2012/2013 International Executive Development and Staff Learning Programme In London

Course List In Date Order:

2012/2013 International Executive Development and Staff Learning Programmes in Abuja (Nigeria), Amsterdam (Holland), Baltimore and New York (USA), Brussels (Belgium), Cairo (Egypt), Copenhagen (Denmark), Dubai (UAE), Hong Kong (China), Helsinki (Finland), Johannesburg (South Africa), Kuala Lumpur (Malaysia), London (England), and Paris (France).

February 2012/2013					
S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
1.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Advanced Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks.
2.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Effective Media Relations Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 week.
3.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Human Resource & Personnel Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks.
4.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks.
5.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	International Senior Secretaries & Directors' Personal Assistants' Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks.
6.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Strategic Public Relations Management Course	International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks.
7.	13th - 24th Feb. 2012 11th - 22nd Feb. 2013	Effective Public Relations Planning Course	International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks.

March 2012/2013					
S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
8.	5th - 9th March, 2012 4th - 8th March, 2013	Chief Executives & Directors Programme	The Management School London	Cairo, Egypt	£ 2,950 1wk
9.	12th - 23rd March 2012 11th - 22nd March 2013	Strategic Management Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks.
10.	12th - 23rd March 2012 11th - 22nd March 2013	Strategic Public Relations Course	The Management School London	Arabian Court Hotel, Dubai, UAE.	£4,950. 2 wks.
11.	12th - 23rd March 2012 11th - 22nd March 2013	International Senior Secretaries & Directors' Personal Assistants Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks.
12.	12th - 23rd March 2012 11th - 22nd March 2013	High-Technology Secretarial practice	The Management School London	Arabian Court Hotel, Dubai, UAE.	£4,950. 2 wks.
13.	12th - 23rd March 2012 11th - 22nd March 2013	Issues and Crisis Management Course	The Management School London	The Management School Training Centre, London	£3,950 2 wks
14.	12th - 23rd March 2012 11th - 22nd March 2013	Financial Analysis, Budget & Evaluation	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
15.	12th - 23rd March 2012 11th - 22nd March 2013	Financial Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
16.	12th - 23rd March 2012 11th - 22nd March 2013	Advanced Auditing Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
17.	12th - 23rd March 2012 11th - 22nd March 2013	Legislative Budgeting, Financial Analysis & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
18.	12th - 23rd March 2012 11th - 22nd March 2013	Legislative Auditing Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks

SPRING COURSES

APRIL 2012 / 2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
19.	16th - 27th April 2012 15th - 26th April 2013	Legislative Practice, Legislative Drafting & Legislative Procedure	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
20.	16th - 27th April 2012 15th - 26th April 2013	Advanced Legal Advisers' Programme for Senior Legal Officers	The Management School London	The Management School Training Centre, London	£4,950. 2 wks.
21.	16th - 27th April 2012 15th - 26th April 2013	Company Secretaries & Corporate Legal Advisers' Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
22.	16th - 27th April 2012 15th - 26th April 2013	Advanced Management for Senior Government Officials & Legislators	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
23.	16th - 27th April 2012 15th - 26th April 2013	Senior Training & Development Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
24.	16th - 27th April 2012 15th - 26th April 2013	Senior Human Resources Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
25.	16th - 27th April 2012 15th - 26th April 2013	International Senior Secretaries & Directors' Personal Assistants Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
26.	16th - 27th April 2012 15th - 26th April 2013	Chief Executives and Directors Programme	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
27.	16th - 27th April 2012 15th - 26th April 2013	The International Senior Human Resources & Personnel Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
28.	16th - 27th April 2012 15th - 26th April 2013	Advanced Management Skills Programme	The Management School London	The Management School Training Centre, London	£4,950. 2 wks



April 2012/2013

DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
29. 16th - 27th April 2012 15th - 26th April 2013	Strategic Human Resources Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
30. 16th - 27th April 2012 15th - 26th April 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
31. 16th - 27th April 2012 15th - 26th April 2013	Strategic Public Relations Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
32. 23rd - 27th April 2012 22nd - 26th April 2013	Strategic Management Course	The Management School London	Paris - France	£2,950. 1 wk
33. 23rd - 27th April 2012 22nd - 26th April 2013	Strategic Human Resources & Personnel Management Course	The Management School London	Paris - France	£2,950. 1 wk
34. 23rd - 27th April 2012 22nd - 26th April 2013	Strategic Public Relations Course	The Management School London	Paris - France	£2,950. 1 wk
35. 23rd - 27th April 2012 22nd - 26th April 2013	Senior Secretaries & Personal Assistants Course	The Management School London	Paris - France	£2,950. 1 wk
36. 23rd - 27th April 2012 22nd - 26th April 2013	Strategic Management Course	The Management School London	Paris - France	£2,950. 1 week
37. 23rd - 27th April 2012 22nd - 26th April 2013	Chief Executives and Directors Programme	The Management School London	Paris - France	£2,950. 1 week

May 2012/2013

DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
38. 30th April-4th May 2012 29th April-3rd May 2013	Chief Executives & Directors Programme	The Management School London	Helsinki, Finland	£3,950. 1 wk.
39. 14th - 18th May 2012 13th - 17th May 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£2,950. 1 wk.
40. 14th - 18th May 2012 13th - 17th May 2013	Strategic Public Relations Course	The Management School London	The Management School Training Centre, London	£2,950. 1 wk.
41. 14th - 18th May 2012 13th - 17th May 2013	Strategic Human Resources Management Course	The Management School London	The Management School Training Centre, London	£2,950. 1 wk.
42. 14th - 25th May 2012 13th - 24th May 2013	How to Maximize Press Coverage	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
43. 14th - 25th May 2012 13th - 24th May 2013	Effective Public Relations Planning	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
44. 14th - 25th May 2012 13th - 24th May 2013	Advanced Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks
45. 14th - 25th May 2012 13th - 24th May 2013	Effective Media Relations Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
46. 14th - 25th May 2012 13th - 24th May 2013	International Senior Secretaries & Directors' Personal Assistants' Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
47. 14th - 25th May 2012 13th - 24th May 2013	High Technology Secretarial Computing Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
48. 14th - 25th May 2012 13th - 24th May 2013	Strategic Public Relations Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks
49. 15th - 18th May 2012 14th - 17th May 2013	Public Relations Master-Class Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
50. 15th - 18th May 2012 14th - 17th May 2013	Board Chairmen, Chief Executives Directors & Board Secretaries Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
51. 15th - 18th May 2012 14th - 17th May 2013	International Management Master-Class Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
52. 15th - 18th May 2012 14th - 17th May 2013	Human Resources Management Master-Class Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
53. 15th - 18th May 2012 14th - 17th May 2013	Leading Strategic Change for Directors	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
54. 15th - 18th May 2012 14th - 17th May 2013	Strategic Marketing & Sales Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days



SUMMER COURSES

May/June 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
55.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Information Technology for Executives	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
56.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	E-Commerce & Information Technology for Executives	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
57.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Financial Analysis, Budgeting & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
58.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Advanced Auditing Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
59.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Legislative Budgeting, Financial Analysis & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
60.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Legislative Auditing Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
61.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Advanced Management Programme	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
62.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Government Information Management & Public Relations Programme	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
63.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
64.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Advanced Local Government Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
65.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Local Government Management Summit	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
66.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Senior International General Management Business School	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
67.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Senior International Human Resources Management & Training Executives Business School	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
68.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Human Resources Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
69.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Senior Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
70.	11th - 22nd Jun. 2012 10th - 21st Jun. 2013	Advanced Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
71.	18th - 29th Jun 2012 17th - 28th Jun 2013	Strategic Public Relations Course	The Management School London	Arabian Court Hotel, Dubai, UAE.	£4,950. 2 wks
72.	18th - 29th Jun 2012 17th - 28th Jun 2013	Senior International PR & Advanced Media Management Programme	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
73.	18th - 29th Jun 2012 17th - 28th Jun 2013	International Senior Secretaries & Directors' Personal Assistants' Course	The Management School London	Arabian Court Hotel, Dubai, UAE.	£4,950. 2 wks
74.	18th - 29th Jun 2012 17th - 28th Jun 2013	International Senior Human Resources & Personnel Management Course	The Management School London	Arabian Court Hotel, Dubai, UAE.	£4,950. 2 wks
75.	18th - 29th Jun 2012 17th - 28th Jun 2013	Chief Executives & Directors Programme	The Management School London	Arabian Court Hotel, Dubai, UAE.	£3,950. 1week
July 2012/2013					
76.	2nd - 13th July 2012 1st - 12th July 2013	Strategic Human Resources & Personnel Management Course	The Management School London	Johannesburg, South Africa	£4,950. 2 wks.
77.	2nd - 13th July 2012 1st - 12th July 2013	Strategic Public Relations Management Course	The Management School London	Johannesburg, South Africa	£4,950. 2 wks.
78.	2nd - 13th July 2012 1st - 12th July 2013	Strategic Management Course	The Management School London	Johannesburg, South Africa	£4,950. 2 wks.
79.	2nd - 13th July 2012 1st - 12th July 2013	International Financial Management Course	The Management School London	Johannesburg, South Africa	£4,950. 2 wks.
80.	2nd - 13th July 2012 1st - 12th July 2013	Strategic High Tech for Executive Secretaries	The Management School London	Johannesburg, South Africa	£4,950. 2 wks.
81.	2nd - 13th July 2012 1st - 12th July 2013	Advanced Auditing Course	The Management School London	Johannesburg, South Africa	£4,950. 2 wks
82.	2nd - 6th July 2012 1st - 5th July 2013	Chief Executives & Directors Programme	The Management School London	Johannesburg, South Africa	£3,950. 1 week
83.	2nd - 13th July 2012 1st - 12th July 2013	Legislative Practice, Legislative Drafting and Legislation Procedure Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks.
84.	2nd - 13th July 2012 1st - 12th July 2013	Advanced Legal Advisers Programme & Senior Legal Officers & Executives	The Management School London	The Management School Training Centre, London	£4,950. 2 wks.
85.	2nd - 13th July 2012 1st - 12th July 2013	Senior International Marketing Business School	International School of Marketing, London	The Management School Training Centre, London	£4,950. 2 wks
86.	2nd - 13th July 2012 1st - 12th July 2013	Strategic Public Relations Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks
87.	2nd - 13th July 2012 1st - 12th July 2013	Company Secretaries & Corporate Legal Advisers Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks



July 2012/2013		COURSE TITLES	SPONSORS	VENUE	COURSE FEE
S/N	DATE				
88.	2nd - 13th July 2012 1st - 12th July 2013	Advanced Legal Advisers' Programme for Senior Legal Officers & Executives	The Management School London	The Management School Training Centre, London	£4,950. 2 wks.
89.	2nd - 13th July 2012 1st - 12th July 2013	Senior International Public Relations Business School	The Management School London International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks
90.	2nd - 13th July 2012 1st - 12th July 2013	International Senior Secretaries & Directors' Personal Assistants' Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3,950. 2 wks

AUTUMN COURSES

August 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
91.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Accounts, Budget & Finance Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks.
92.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Financial Analysis, Budgeting & Evaluation	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
93.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Financial Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
94.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Financial Management & Directors of Finance Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
95.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Advanced Auditing Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
96.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Human Resources & Personnel Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
97.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Senior Training & Development Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
98.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Total Quality Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
99.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
90.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Human Resources Management & Directors of Personnel Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
91.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Legislative Budgeting, Financial Analysis & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
92.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Advanced Management Skills Programme	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
93.	13th - 24th Aug 2012 12th - 23rd Aug 2013	Legislative Auditing Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks



THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

WINTER COURSES

September 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
94.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Senior Training & Development Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
95.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Legislative Practice Management for Legislators	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
96.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	International Senior Human Resources & Personnel Management Course	The Management School London	The Management School Training Centre, London	£3,950 2 wks
97.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Legislative Practice, Legislative Drafting & Legislative Procedure	The Management School London	The Management School Training Centre, London	£4,950 2 wks
98.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Advanced Management Skills Programme	The Management School London	The Management School Training Centre, London	£4,950 2 wks
99.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	International Senior Secretaries & Directors' Personal Assistant Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
100.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Advanced Legal Advisers Programme & Senior Legal Officers & Executives	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
101.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Chief Executives & Directors Programme	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
102.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Company Secretaries & Corporate Legal Advisers' Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
103.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Senior International Banking & Finance/Treasury Management Business School	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
104.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Strategic Management Course for Executives	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
105.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Strategic Human Resources Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
106.	10th - 21st Sept. 2012 9th - 20th Sept. 2013	Strategic High Tech Executive Secretaries Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
107.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Board Chairmen, Chief Executives Directors & Board Secretaries Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
108.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	International Management Master-Class Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
109.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Human Resources Management Master-Class Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
110.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Leading Strategic Change for Directors	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
111.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Strategic Marketing & Sales Programme	The Management School London	Sheraton Hotel Lagos, Nigeria	£1,950. 4 days
112.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Chief Executives & Directors Programme	The Management School London	Hong Kong - China	£4,950. 1 wk
113.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Advanced Management Course	The Management School London	Hong Kong - China	£2,950. 1 wk
114.	17th - 20th Sept. 2012 16th - 19th Sept. 2013	Strategic Human Resource Course	The Management School London	Hong Kong - China	£2,950. 1 wk

October 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
115.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Advanced Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
116.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Senior Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
117.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Protocol & Public Affairs Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
118.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Advanced Public Relations Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
119.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Senior Training & Development Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
120.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Issues & Crisis Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
121.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Strategic Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
122.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	International Senior Human Resources & Personnel Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
123.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Strategic Public Relations Management Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
124.	29th Oct. - 9th Nov 2012 30th Sept - 11th Oct 2013	Senior Protocol & Public Affairs Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
125.	8th - 19th Oct 2012 14th - 25th Oct 2013	Advanced Management Course	The Management School London	Universities at Shady Grove Rockville, Maryland, U.S.A.	£5,500. 2 wks



THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

October 2012/2013

126.	8th - 19th Oct 2012 14th - 25th Oct 2013	Senior International Public Relations & Advanced Media Management Programme	The Management School London	Universities at Shady Grove, Rockville Maryland, U.S.A.	£5, 500. 2 wks
127.	8th - 19th Oct 2012 14th - 25th Oct 2011	Advanced Human Resource Management Course	The Management School London	Universities at Shady Grove, Rockville Maryland, U.S.A.	£5, 500. 2 wks
128.	22nd - 26th Oct. 2012 21st - 25th Oct. 2013	Strategic Management Course	The Management School London	Paris - France	£2,950. 1 wk

October/November 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
129.	22nd - 26th Oct. 2012 21st - 25th Oct. 2013	Senior Secretaries & Personal Assistants' Course	The Management School London	Paris - France	£2,950. 1 wk
130.	22nd - 26th Oct. 2012 21st - 25th Oct. 2013	Strategic Public Relations Course	The Management School London	Paris - France	£2,950. 1 wk
131.	22nd - 26th Oct. 2012 21st - 25th Oct. 2013	Strategic Human Resources & Personnel Management Course	The Management School London	Paris - France	£2,950. 1 wk
132.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	How to Maximize Media Coverage	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£3, 950. 2 wk
133.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Strategic Public Relations Management Course	The Management School London & International School of Public Relations, London	The Management School Training Centre, London	£4,950. 2 wks
134.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Advanced Auditing Course	The Management School London Centre, London	The Management School Training Centre, London	£4,950. 2 wks
135.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Effective Public Relations Planning	The Management School London Centre, London	The Management School Training Centre, London	£3,950. 2 wks
136.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Legislative Budgeting, Financial Analysis & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
137.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Legislative Auditing Course	The Management School London Centre, London	The Management School Training Centre, London	£4,950. 2 wks
138.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Effective Media Relations Management Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
139.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	Financial Analysis, Budgeting & Evaluation Course	The Management School London	The Management School Training Centre, London	£4,950. 2 wks
140.	19th - 30th Nov 2012 28th Oct - 8th Nov 2013	International Senior Secretaries & Directors' Personal Assistant Course	The Management School London	The Management School Training Centre, London	£3,950. 2 wks
141.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Chief Executives' & Directors' Programme	The Management School London	Kuala Lumpur - Malaysia	£3, 950. 1 wk
142.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Advanced Management Course	The Management School London	Kuala Lumpur - Malaysia	£3,950. 1 wk
143.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Strategic Human Resource Management Course	The Management School London	Kuala Lumpur - Malaysia	£3,950. 1 week
144.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Strategic Management Course	The Management School London	Kuala Lumpur - Malaysia	£3,950. 1 week
145.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Strategic Public Relations Course	The Management School London	Kuala Lumpur - Malaysia	£3,950. 1 wk
146.	12th - 16th Nov. 2012 11th - 15th Nov. 2013	Strategic Human Resources Course	The Management School London	Kuala Lumpur - Malaysia	£3,950. 1 week

December 2012/2013

S/N	DATE	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
147.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	Strategic Management Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
148.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	Strategic Public Relations Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
149.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	Strategic Human Resources Management Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
150.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	International Senior Secretaries & Directors' Personal Assistants Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
151.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	Crisis Management & Negotiation Course	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks
152.	3rd - 14th Dec. 2012 2nd - 13th Dec. 2013	Chief Executives' & Directors' Programme	The Management School London	Arabian Court Hotel, Dubai, UAE	£4,950. 2 wks



FACULTY



Professor Barry Warrington, BSc, MSc, DipM, MCIM
Barry has had over 25 years experience of undertaking Marketing, Management Research and Management Development in both the commercial and academic environments, including a period as Head of the Business Studies Department at Teesside University. Since 1990 he has been heading a Management Development and Marketing Consultancy organisation. He has authored in the areas of Strategy and Marketing and in 1997 he was awarded a Visiting Professorship at the University of Lincolnshire and Humberside. He is a frequent contributor to conferences and seminars.



Craig Murphy, B.Sc
Craig Murphy graduated university with an Honours degree in Biochemistry and Genetics and spent 10 years in management in a large National FMCG corporation. During this time he gained a PGDip in Multimedia and Computing and gained an interest in teaching. He set up his own training and ICT consultancy company in 1998 and after fulfilling all the necessary exam and teaching certifications he became a Microsoft Master Instructor in 2000. Over the last 8 years he has gained recognition as a Microsoft Certified Trainer and an Adobe Certified Instructor working with a diverse client base from Large Multinational firms, several councils, and many SME's.



Dr John Black PhD, MA, B.Soc.Sc
John was Reader in Human Resource Management and Director of the Japanese Management Research Unit at the Wolverhampton Business School. John's career has been split almost equally between industry and education, including a spell with Texaco UK. Before his retirement he has written and published extensively in the field of Human Resource Management and Labour Relations. He has also been Visiting Fellow in Industrial and Labour Relations at Cornell University in USA. His current research interests are Management Control and the impact of cross-cultural influences on Human Resource Management. He is a frequent presenter at Conferences and Seminars.



Dr Jon White
Dr Jon White is a consultant in management and organisation development, public affairs, public relations and corporate communications management, and has worked in public and private sector organisations in Europe, the United States, South Africa, Australia, and Canada. Clients have included companies such as Shell, Motorola, British Airways, National Express and AEA Technology, as well as governments in the UK, Canada, Norway and Macedonia.

A visiting fellow at Henley Business School in the UK, he is also an honorary professor of public affairs in the University of Birmingham's School of Business, and a visiting professor at the University of Central Lancashire at Preston, in the north west of England, and Cardiff University in Wales. He is a visiting professor at Heilbronn Business School in Germany, teaching there on the School's MBA programme.

He has written articles and books on public affairs, public relations and corporate communications practice, including *How to Understand and Manage Public Relations* (Business Books, 1991) and *Strategic Communications Management: Making Public Relations Work*, with Laura Mazur (Addison-Wesley, 1995). He contributed to *Excellence in Public Relations and Communications Management* (Lawrence Erlbaum and Associates, 1992) as part of a research team with James Grunig from the University of Maryland and others. He has also written a number of management case studies for teaching purposes on organisations such as Dunhill, Lloyds of London, AEA Technology, Diageo and the South African company, Barloworld. An approved trainer with the Chartered Institute of Public Relations in the UK, he holds a doctorate from the London School of Economics. He has made presentations to university and professional groups around the world.



Michael Bland, FIPR, MBCI

Michael Bland is a consultant, author, trainer and lecturer in Corporate Communication, Crisis and Issues Management, Media Interviews, Presentation Skills, Creativity, Reducing Stress and Enjoying Life. He has a high international profile as an inspirational speaker and is the author and co-author of 13 leading communication text books and guides, numerous articles and two popular humour titles. His latest book on crisis and issues management, *When It Hits The Fan* (Centre Publishing), was published in 2004

Michael served a commission in the Army and was a survival instructor before working in Germany, Austria and Switzerland as a sales manager for Reuters. After five years in finance and financial journalism he set up and ran the first PR activity for the Institute of Directors and played a key role in putting it on the map. He then spent six years as head of government relations and corporate public affairs for Ford Motor Company Limited before becoming an independent consultant in 1984.

He advises and trains a number of major organisations worldwide, mainly on crisis management, creativity, media interview skills and his popular stress and personal development course: *Energy for Life!*

Michael lectures and teaches widely on a range of communication and motivation subjects for organisations such as the London Business School, Cambridge University, Cranfield School of Management, the Public Relations Consultants Association, the Society of Consumer Affairs Professionals and many others.

He is a Fellow of the Chartered Institute of Public Relations, a Member of the Business Continuity Institute and the National Federation of Spiritual Healers, and an Associate of the Institute of Physics and the Institute of Directors.



Rachel Smart, MBA, PhD

Trained as a designer for five years, was director of a leading London architecture practice and completed a Master's in Business Administration at Durham University Business School. In 2000 she set up a management consultancy providing strategy and operational advice for design and architecture businesses. She is well versed in company administration at all levels from strategy, finances and human resource management to marketing. Rachel is a Master's level lecturer at a number of universities and provides professional practice seminars to a wide variety of professional organisations. Rachel's PhD was completed at Birkbeck, School of Management and Organizational Psychology, University of London researching entrepreneurial strategy in design companies.



Andy Green

Andy Green has delivered inspiring talks and training sessions on creativity, public relations, brand and personal communications and management for conferences around the world from San Francisco to Shanghai. Andy is a leading expert and author on the subject inspiring audiences to make the most of their situations to achieve more with less. He is the author of 'Creativity in Public Relations', now in its third edition and translated into Russian, Chinese, Polish, Indonesian, Croatian, Latvian and Korean. Andy is also co-author of 'A minute with Tony Blair': inspired by a chance meeting he had with the former British Prime Minister. His book, 'Effective Personal Communications' shows how each of us is a phenomenal communications machine and can make our world a better place. Andy's latest book, 'Overcome Stupidity in the World Around You - the Stupid Aid Survival Guide' demonstrates how creative flexible thinking is the nemesis of stupidity.

Andy is a Fellow of the Chartered Institute of Public Relations, and recipient of the Institute's Sir Stephen Tallents medal. He is a partner with Wakefield-based GREEN communications and creativity@work and founder of the Flexible Thinking Forum. Each January he demonstrates how to turn a negative into a positive with his worldwide campaign marking 'Blue Monday', the most depressing day of the year. Learn top tips and ideas to transform your work, generate great new ideas, save money and time, and be an all round



Faculty Continued

fun person. His media profile includes numerous TV appearances for BBC, ITV, BBC Five Live, Sky News and various international media. Andy describes himself as 'a mini global celebrity in a micro niche' and has delivered events for Microsoft in Seattle, E Bay in Paris, the UK Government (Dept. of Health, Environment Agency), Etisalat in Dubai, Pace plc, the Australian Broadcasting Corporation in Perth, various state government events across Australia, numerous UK universities including Cambridge and Warwick, the British Council in Cairo, the Chartered Institutes of Public Relations and Marketing.



Greg Pritchard

A Chartered Accountant by profession, Greg has carried out many senior strategic roles for major international Financial Services companies in the areas of Finance, Internal Audit and Risk Management. His vast experience includes such diverse activities as acting as Finance Director, launching a unit trust, acting as Head of Risk for a derivatives broker and establishing a new unit linked insurance company in Belgium.



Peter Burbidge

Senior lecturer at the university of Westminster. He qualified as a barrister in 1973 but has been mainly involved in legal training since then, initially for the College of Law where he was a principal lecturer and since 2000 for Westminster Law school, where he teaches on the LPC. He specialises in business law, employment, corporate finance and commercial law but with a particular interest in comparative law and the development of European union law in these areas. He speaks French, Italian, German and Spanish and has lectured regularly in French and Italian. He is a visiting lecturer at the University of Bordeaux and has lectured in a number of European countries as well as many seminars for the solicitors profession in England and Wales. He has published articles in a number of professional journals and in peer-reviewed legal journals.



Pamela Mounter

Pamela Mounter is a senior corporate communication consultant with more than 20 years' experience in the corporate and not-for-profit sectors. She was made a Fellow of the Chartered Institute of Public Relations (CIPR) in 2007 for her work in international communication including internal communication, and on corporate social responsibility.

She is editor of the CIPR's Guide to Effective Internal Communication (now in its second edition) for their PR in Practice series. Other awards and publications include the top paper award from the International Association of Business Communicators for her work on internal communication in BP, a paper on global internal communication published in the Journal of Communication management and she and her team won the Azerbaijan Union of Journalists annual award for the best corporate social responsibility programme in Azerbaijan.

Pamela is visiting guest lecturer at the University of Cardiff and Birmingham City University. She is a member of the Thames Valley University advisory committee for its MSc in Corporate Communication. Pamela is chair of the CIPR's International Group and a member of the CIPR Council.



Jeremy Stranks, Msc, FCIEH, FIOSH, RSP, CP

Jeremy Stranks commenced his career by undergoing training, and subsequent working, as a public health inspector with different government authorities. He was a founding member of the National Examination Board in Occupational Safety and Health (NEBOSH) and was both an Examiner and Chief Examiner for many years, initially for the "Occupational Health and Hygiene" examinations and subsequently, the "Management of Safety" examination of the NEBOSH National General Certificate.

Jeremy Stranks is a Fellow of both the Chartered Institute of Environmental Health (CIEH) and the Institution of Occupational Safety and Health (IOSH) and a Registered Safety Practitioner (RSP).

He was awarded the Royal Society for Prevention of Accidents (RoSPA) Distinguished Service Award in 2001.

Jeremy Stranks is also a renowned author for books on "Health and Safety Practices", "Human Factors and Safety", "Management Systems for Safety", "Health and Safety Law", "Occupational Health and Hygiene", "Health and Safety at Work in Ireland", "Health and Safety at Work in the UK", "Health and Safety at Work- Key Terms" and many more.



Steve Carey, FCIPR

Steve is a Fellow of the Chartered Institute of Public Relations. With over thirty years in corporate public relations and consultancy Steve has a wealth of experience in providing strategic communications counseling and public affairs advice and support.

His experience in the public and private sectors encompasses media relations, internal communications, company announcements, public consultation, political lobbying, media training, strategic planning and communications audits

Steve brings an objective management approach to communications issues and seeks to provide a tailored solution to specific circumstances.

Lecturing Specialty are Best Practice in Public Affairs, Government Relations & Lobbying.



Bob McCulloch

Bob McCulloch is an independent Management Consultant and Trainer. A director of his own business, Roche McNair Ltd., he provides services for organisations in the UK and overseas. Roche McNair Ltd provides training in the PRINCE2 (accredited) project management method to Foundation and Practitioner levels, general project management, organisational change, risk management, strategic planning and general management. Bob has previously worked in the UK Civil Service at the Ministry of Defence and at the National School of Government as a senior lecturer and consultant. He has wide experience in a variety of areas including project management, procurement, personnel, contracts administration, finance, internal audit, management consultancy, strategic planning, risk management and training. His international experience includes work in Bermuda, West and Southern Africa, Europe, Central Asia, Russia and the Far East.

Bob holds a Diploma in Management Studies and a Diploma in Life Coaching. He is a member of the Chartered Institute of Personnel and Development and the Institute of Directors.



Faculty Continued



Michael Stone, ACIB

Mike has over 40 years of experience in Financial Services. He is an Associate of the Chartered Institute of Bankers (Institute of Financial Services) and an Accredited Trainer of the Chartered Institute of Personnel & Development. Work in the UK and overseas has included a successful career in banking, financial training and consultancy.

His academic work is supported by his extensive experience which has included relationship manager and adviser to the corporate, institutional, and commercial sectors, both in the UK and overseas. Consequently, he is in great demand, as a developer and presenter of lectures, courses and training material. All his lectures are supported by additional and extensive background material valued and sought after by learners as important resources and tools for further reference, study and development. He has spoken at conferences & lectured for a number of educational establishments. Those attending his programmes value his practical experience and training expertise. Sessions are interactive with questions and participation encouraged. Mike is also noted for his accessible and entertaining style which incorporates hands on practical application.



Greg Whitear

Greg Whitear is the Managing Director of Mindzone Consulting. He is an international consultant in business performance and management development, with special skills in organisational learning and the design and delivery of programmes that promote change, leadership, teamwork and employee effectiveness. He has over thirty years management and consulting experience in national and international companies providing business development, training, coaching, counselling and psychometric services. Greg has a MSc degree in Management Development, a BA degree in Social Sciences, a Diploma in Business Performance Coaching and a Certificate in Life Coaching. He is a Chartered Fellow of the Chartered Institute of Personnel and Development and a Member of the Chartered Management Institute. He is qualified through the British Psychological Society to administer a full range of ability and personality assessments including assessment centres and 360o feedback. He is also a qualified National Vocational Qualification (NVQ) assessor. To achieve results for clients more simply, effectively and quickly he uses Neuro Linguistic Programming techniques, which is the study and practice of human excellence. Greg is a qualified Master Practitioner of NLP including the application of advanced psychotherapy. In addition to clients in the private and public sector in the UK and overseas, Greg provides business and learning services as an Associate Consultant with The Business School London.

Greg is the author of 'The NVQ and GNVQ Handbook' published in 1995 by Pitman Publishing. He is co-author of 'Instant Manager: Body Language' published in 2007 by Hodder Arnold for the Chartered Management Institute and 'Dealing with Difficult People and Difficult Situations' published in 2007 by the Chartered Institute of Personnel and Development (CIPD). He also produces a full range of learning materials and psychometric questionnaires to support his business and learning services.



David Taylor, Bed(Hons), MA and M.Phil

A graduate of the Coach University Training programme, member of the International Coach Federation and Fellow of the Institute of Leadership and Management, David has been trained in a variety of approaches to support individuals to create positive change in their personal and business lives. Through his own business (the edge – coaching and development) he coaches a variety of clients from the private and public sectors and leads a number of learning and personal development programmes for a variety of organisations in the private, public and voluntary sectors. He is an experienced leader and facilitator of these programmes, running events for clients throughout the UK either through the edge or with a partner company; creativity@work of which he is a Director.

He is employed by a variety of organisations to introduce and develop coaching cultures, including helping individuals to be effective coaches. He also created the successful Yorkshire Leadership Programme, "one of the best, cutting edge, personal development days in Yorkshire". The programme is now in its sixth year of operation and has attracted internationally renowned speakers and workshop facilitators to Yorkshire to work with leaders from all sectors.

David has worked with organisations and businesses in Learning & Development for over twenty years with a variety of clients and has been mentor to a number of managers working in large organisations. He has developed management programmes aimed at senior and middle managers and runs a number of popular programmes on a variety of themes including: motivation and change, creativity, assertiveness and workload management.

He is a member of the Leading Coaches Group, providing coaching for executive level managers and Directors throughout the UK. He is one of their Mentor Coaches. David has spoken on creativity, motivation for success and leadership development at events in the UK, China and in Eastern Europe.



Tessa Curtis, CIPR

Tessa Curtis has over 20 years' experience in public relations and journalism and has been lecturing at TMS since 2007. She acts for Benetton Group in the UK, advising on strategic and corporate communications and also CSR campaigns. In addition she advises LG, an international law firm, where she works with the business development team on thought leadership and profile raising.

Previously at agencies Trimedia Communications and Weber Shandwick Worldwide, where she led the corporate practice, Tessa has worked with a wide range of national and international clients. She set up training and coaching capabilities at both agencies and is a highly experienced executive coach, trainer and mentor. Tessa has also led seminars and workshops for PR professionals working in house, in consultancies and at PR industry events, and is a member of the CIPR.

Tessa began her career in journalism, moving from the specialist press to national newspapers and television. She was City Correspondent of The Daily Telegraph and later Business Correspondent of the BBC.



Faculty Continued

Frank Lia



Frank has enjoyed a high profile career in marketing spanning over 20 years. As a manager and consultant Frank has worked with many of the Footsie top 100 companies both here and around the world.

This has spanned many market sectors from, fmcg, retail, ecommerce, banking, food & beverages, telecoms, transport, electronics and sport.

Core expertise includes brand development, new product development, organisational innovation, marketing strategy, team building and entrepreneurship.

Frank has a BSc (hons) from Kings College, An MBA from Ashridge and the Institute of Marketing diploma.

Krys Wareing



University graduate Krys Wareing is a Lecturer and Consultant, with a comprehensive background in newspaper and magazine journalism. She has taught various courses to postgraduates, on journalism and public relations, as well as new technology. Publishing houses for which Krys has worked include News Ltd, John Fairfax & Sons (Sydney), Thomson Business Publishing, Trinity Mirror Southern, and CSIRO (Commonwealth Scientific and Industrial Research Organisation). Krys delivers in-house editorial training to companies; is a tutor for the New Curiosity Shop and is involved in PR campaigns for company relaunchings. A web strategist, she has written courses on webwriting and web design, as well as project managing online and DVD Government programmes in education. She has edited a business-to-business magazine (circulation 100,000) and while with the Training & Development Agency's Development Directorate, Krys wrote a series of articles on change management. As columnist with the newsstand magazine, Electronics Today International, Krys' specialty was politics and technology. She also writes theatre and book reviews. Krys was an honorary adviser for the initial launch of the East London weekly newspaper, The Bangla Mirror. Krys is writing a book on practical journalism. Krys is member of Communicators in Business (CiB), National Union of Journalists, Women In Journalism. Her core teaching areas and consultancy includes: Media Management, Writing Styles and Journalism, Speechwriting, Advanced Public Relations, Subediting, Newswriting, Magazine Design.

Iain O'Neill

Iain has 35 years experience as a main board director and frontline senior manager in a number of business sectors, including the brewing industry, the chemical industry, the environmental treatment industry and management consultancy. Like the other partners, his experience can be utilised in a number of areas, but especially in hands on change management, quality management, cost control and systems management. He is happy in the boardroom and the shop floor, either suits him. Iain has Diploma Member of the Institute of Brewing, he is a Associate Member Of the Chartered Management Institute and Member of the Water Management Institute. His core teaching areas covers: Strategic Management, Operational Management, Quality Management, Investor Relations, and Leadership.

Neil Lancaster, FCIPD, Msc, PDipPM, PDipM, BA(Hons)



Neil Lancaster has over 20 years experience of working within HR and more latterly he has occupied senior roles which focused on the benefits of Strategic HR, Talent Management, HR Transformation and Change Management.

He has led the HR Function, and used his skills and experience to bring about major changes in transforming the HR function to improve business performance. Prior to setting up his own successful consulting group, Neil was HR Transformation Director, for one of the UK's leading private engineering and construction companies.

Despite, a strong academic underpinning, Neil believes HR must add value to the 'bottom line' and with a background in General Management and Marketing he has a distinctly commercial and practical approach to strategic HR Management. His core teaching areas include: HR Management, Talent Management, Problem Solving leadership, and HR Transformation and Change.

Neil is a Fellow of the Chartered Institute of Personnel and Development, with post graduate qualifications in HR, and Marketing. He has a Masters degree in Strategic HR, and currently he is writing up his thesis: The Role of Sense Making in Leadership for his Doctorate in Management.



Maralyn Lewis, BSc, PGCE

Maralyn has over 30 years experience of managing and delivering training and informal education in the local authority and charity sectors. On completion of a degree in Marine Zoology, she lectured for a year in the University College of Cape Coast, Ghana and then returned to study in the UK to become a qualified teacher. After working as a youth tutor and teacher for two years, she became the Assistant Community Education for Essex County Council. After ten years, she gained promotion to Deputy County Youth Officer for Kent County Council where she managed a staff team of over a thousand employees, organised vocational training courses involving three thousand participants and initiated an extensive programme of international exchanges.

In 1988, Maralyn was appointed as the UK Director of Operation for The Duke of Edinburgh's Award, a development scheme recruiting over 100,000 young people every year. In this high profile post, she managed partnership programmes with the corporate, education and charity sectors, organised major conferences and events involving members of the royal family spoke on behalf of the scheme at national conferences and steered the strategic operational development of the Award across the UK.

Throughout her career, Maralyn has been deeply committed to staff development and since 2000 she has worked as a freelance training and education consultant in both the charity and corporate sectors. She was commissioned by the Home Office to research citizenship initiatives across all government departments and has written a range of training manuals, evaluative reports and consultative documents on behalf of The Duke of Edinburgh's Award, Community Service Volunteers, The Changemakers Foundation and Carnegie Young People's Initiative for national publication.



David Buckle

David Buckle is a highly experienced trainer of the Institute of Directors, London. His area of specialization is Board Secretarial Practice, Boardroom Practice and Commercial Law. David Buckle is a practising solicitor specializing in Company Commercial Law, Information Technology Law and Company Secretarial Practice.

David acts for a number of UK and International businesses. Prior to this, he worked in private practice in Central London and has been a member of an in-house legal team for a major corporate organisation and served as a commercial director of a UK subsidiary of a German group specialising in International engineering construction.

David has acted for business well established as well as business start up. He has travelled widely to places as diverse as Malaysia, Kashmiri, Mozambique and Greece servicing major clients. He is presently involved in a number of initiatives to develop the application of Information Technology to legal processes not only for lawyers but also for the consumers of legal services.

David has a first degree in Economics and English, an honours degree in law and was awarded a Master's degree in Business Administration (MBA). He is a member of the Institute of Directors, the Institute of Personnel and Development, Chartered Management Institute, the Institute of Management Information,



Faculty Continued



Steve Childs, CIPR

A former newspaper journalist, Steve Childs has held senior management public relations posts in the UK water and construction industries, where his responsibilities included managing crisis communications and also relationships with Government and public regulators. He has wide personal experience of being interviewed for TV and radio.

He set up his own consultancy in 1997 working for blue-chip clients. He specialises in creating and implementing strategic programmes to manage environmental issues and improve local community relationships for market leading companies operating in sensitive business areas.

He has devised & led in-house training programmes and has also lectured at Sheffield Hallam University on dealing with the media and the psychology of corporate reputations. He now trains externally on crisis management, managing environmental issues, and sustainable development.

A fully qualified journalist, he also holds the Communications, Advertising and Marketing (CAM) Diploma with a distinction in Public Relations Strategy and Marketing Strategy. He has been a Member of the CIPR since 1988.



Tracey Hicks

Tracey has over 25 years experience working with families, professionals who work with families, voluntary sector organisations and small businesses. She offers training, consultancy, coaching and public speaking.

Tracey is passionate about communication and the challenges of inter personal skills both at home with families and in the workplace, including team dynamics and bullying within the workplace. Tracey develops and delivers training to match individual and organisational needs.

In 2000 Tracey founded and developed a community organisation. She set herself a challenge to make the project successful and wanted it to be managed by local people within 5 years. By offering support and training to parents and volunteers in a deprived community in Norwich this was achieved. Tracey left in 2005 and the project is still running today.

She is now the director of PLN training and consultancy in Norfolk. Through her work Tracey works in partnership with many other organisations nationally.

Tracey discovered the joy of education and training in her mid thirties and believes with passion how it has changed her life. Tracey believes with appropriate interactive learning opportunities, support and some fun we can enjoy the value and pleasure of learning and achieve our dreams and reach our true potential.

Tracey educational learning successes are A Post Compulsory Education and Master Practitioner in Neuro-Linguistic Programming (NLP).



David Stringer

David worked in three UK banking groups, in Retail Operations and Marketing before he was promoted to be Group Sales Training Manager. In this role, he was responsible for improving customer service and sales effectiveness at over 600 branches, with total of 8,000 staff.

He then became Assistant Training Manager of a Department with more than 120 people servicing a Financial Services Group of 13 businesses operating across a range of activities. He was personally responsible for people development across the Group's twelve subsidiary companies – including European operations – and designed an accreditation process for a training function against the ISO9000 quality standard. Following his work on Management Development, he became responsible for major culture change projects, including the introduction of the Group's "Vision and Values", designed to motivate and inspire all staff towards the goals, through excellent service. This work included driving the shift for many service departments from internal service providers to strategic business partners.

David moved into consultancy and training 16 years ago, following 3 months intensive work with the Forum Corporation of Boston, USA, since when he has enjoyed significant successes. He has been credited with stimulating major performance improvements for a number of clients. His clients and projects are wide-ranging in nature, including many blue chip companies in finance and commerce, oil and gas industries and government departments, across the world.

He produced the multi-media programme 'Coaching to Improve Performance' that formed the major part of 'The Manager's Role in Learning'. This program won joint first prize in the National Training Awards in the U.K. in 1993, selected from over 50,000 entries. First used in a Financial Services environment, it was established that sales performance improvements of over 140% were attributed to the effective introduction of coaching throughout the network.

David has also had wide involvement in media relations, including a number of published articles and radio broadcasts. With Bernard Wynne, he co-authored 'A Practical Guide to Understanding and Applying Competencies' (Financial Times Management Series/Pearson Publishing) and their article 'Measuring Team Leaders' was featured in 'TEAMS' magazine. He recorded a series of 40 programmes on management and self-improvement topics, which were repeated several times after their first broadcast.

David's latest project has involved designing and presenting a series of short courses, to improve leadership capability, for one of the world's leading banks.

David regularly runs programmes for The Management School, majoring in H.R. and People Development, Coaching & Mentoring, and Leadership.



MANAGEMENT SCHOOL LONDON

The Management School London -
(The Global Pace Setter in Quality Human
Resource Development & Learning)



The Management School London -
is accredited by the
British Accreditation Council
for Higher Education.





IMPORTANT REGISTRATION INFORMATION

- Payments must be in GBP (Great British Pounds Sterling £) only.
- Payments must be received at least 4 weeks in advance of course starting date.
- For Visa Support Letters payment of course fees must be made in full.
- Joining instructions with full course details must be received/collected prior to course starting date.
- Please complete all sections of the registration form, detach and send by fax or courier to us on:
+44 (0)208 782 8991 or Post it to us at
The Management School, London
Alperton House, Bridgewater Road
Alperton, London, England HA0 1EH

Course Method:

Instructions will include formal lectures, case studies, syndicate work, discussions and "hands on" training. We believe this combination ensures that high interest is maintained throughout and the skills and techniques learnt are remembered. It is recognised as an effective method of developing the process of analysis, judgement and decision-making, essential for effective management in your organisation.

Course Fees:

The fee for each course is as stated on the schedule. The fee covers all tuition fees; materials required for the lectures and planned visits to outside organisations. The fee also covers lunch ticket for each course day.

Reservations and payment must be received at least 4 weeks before the programme is due to begin and fees must be received prior to the start of the course, made payable to the International School of Management.

Participants are responsible for their own travel arrangements and expenses.

ALL BOOKINGS MUST BE PRE-PAID.

Early application is advised, as accommodation on the course is strictly limited.

Accommodation:

Participants are responsible for arranging their own accommodation. If required, the International School of Management will be able to put participants in touch with hotel booking services.

The School can take no responsibility for any arrangements, which participants might subsequently make.

Visas:

Participants requiring visas should advise the International School of Management who will contact the British Authorities in support of their visa application. Participants are advised to start processing their visas at least one month before the course starting date. Participants will receive a letter of acceptance from the school to accompany their visa application.

International Attendance:

The International School of Management has developed a global reputation for quality and value. Previous courses have attracted delegates from countries throughout the world, including Angola, Bahrain,

(you can also register on line by logging on to our website:

www.themanagementschool.com)

- To avoid disappointment please process visas 4 weeks before course starting date.
- All cheques/bankers draft must be made payable to The International School of Public Relations for all PR courses and The Management School, London for all other courses.

Britain, Brunei, Cameroon, Czech Republic, Egypt, Estonia, Finland, Gambia, Hong Kong, Hungary, India, Kenya, Kuwait, Malaysia, Mauritius, Mozambique, New Zealand, Nigeria, Oman, Poland, The Philippines, Saudi Arabia, Singapore, South Africa, Tanzania, Thailand, UAE, USA, Zambia and Zimbabwe.

Joining Instructions

Joining instructions, with full details on where to go, how to get there and what to bring, will be sent to all participants prior to commencement of the course. These joining instructions will include maps of the venue and all the relevant information you will require.

For further enquiries contact:

The Management School London
Alperton House, Bridgewater Road
London HA0 1EH

Tel: +44 (0)208 782 8990

Fax: +44(0) 208 782 8991

E-mail: exctraining@themanagementschool.com,

Website: www.themanagementschool.com

Please be sure to receive your joining instructions before arriving at the course venue.

To Register

The course fees are as indicated in the schedule. The price includes all tuition fees and materials needed for the course as well as the travel cost of all field trips. The fees also include lunch ticket for each course day. All bookings must be paid no later than four weeks before the start of the course. Payment should be by bankers draft, made out to The Management School, London or The International School of Public Relations as applicable and sent to:

Training & Development Co-ordinator,
The Management School Training Centre, London
Alperton House, Bridgewater Road,
London HA0 1EH

Tel: +44 (0)208 782 8990

Fax: +44(0) 208 782 8991

E-mail: exctraining@themanagementschool.com,

Website: www.themanagementschool.com

* Please note: The Management School London reserves the right to alter the faculty, course content or venue due to any unforeseen circumstances.



VENUE MAP



Training & Development Co-ordinator,
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London HA0 1EH
Tel: +44 (0)208 782 8990
Fax: +44(0) 208 782 8991
E-mail: exctraining@themanagementschool.com,
Website: www.themanagementschool.com

The Management School Training Centre, London is situated next to Alperton Tube Station (in London).



The Management School London



THE MANAGEMENT SCHOOL LONDON

In order to enable us to process your registration quickly and accurately, please fill in ALL SECTIONS of this registration form in **BLOCK CAPITALS** and **BLACK INK**

FEEL FREE TO MAKE COPIES OF THIS FORM TO NOMINATE AS MANY DELEGATES AS YOU MAY WISH.

2012/2013 CENTRAL COURSE REGISTRATION FORM

Course Title & Ref. Number	<input type="text"/>	Course Date:	DD/ MM / YY
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Name of Sponsoring Organisation	<input type="text"/>
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Full Address Of The Organisation	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Telephone Number: <input type="text"/>
<input type="text"/>	Fax: <input type="text"/>
<input type="text"/>	Email: <input type="text"/>

Delegate	
1. Surname: <input type="text"/>	Full First Name <input type="text"/>
2. Surname: <input type="text"/>	Full First Name <input type="text"/>
3. Surname: <input type="text"/>	Full First Name <input type="text"/>
4. Surname: <input type="text"/>	Full First Name <input type="text"/>
5. Surname: <input type="text"/>	Full First Name <input type="text"/>

Delegates Job Title (Please Specify)	<input type="text"/>
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Roles Within The Organisation:	please give a clear concise description about your roles.
<input type="text"/>	

Based on this information, what topic do you most want to see covered from the course contents section: please specify:
<input type="text"/>

Do You Have Any Special Dietary Requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please Specify	<input type="text"/>	

SECTION TO BE FILLED BY NOMINATING OFFICER:	
NAME OF NOMINATING OFFICER <input type="text"/>	
SIGN <input type="text"/>	OFFICIAL STAMP <input type="text"/>
DATE <input type="text"/>	
I HEREBY ENCLOSE A CHEQUE FOR (GBP) £ <input type="text"/> BEING PAYMENT FOR <input type="text"/> DELEGATE(S)	



THE MANAGEMENT SCHOOL LONDON

For Further Enquiries

The Management School London

Alpertown House, Bridgewater Road, London HA0 1EH, England

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