



THE MANAGEMENT SCHOOL LONDON



- Senior Training & Development Management Course
- The International Senior Human Resources & Personnel Management Course
- Advanced Management Skills Programme



THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

16th - 27th April 2012, 13th - 24th Aug. 2012, 10th - 21st Sept. 2012 & 29th Oct. - 9th Nov. 2012

15th - 26th April 2013, 12th - 23rd Aug. 2013, 9th - 20th Sept. 2013 & 30th Sept. - 11th Oct. 2013



Senior Training & Development Management Course

- Analyse the Business Environment and its implication for Human Resources development and Training.
- Learn modern trends in Human Resource Development & Training including E-learning.
- Examine Corporate Vision, Mission, Corporate Plan and Human Resources Training and Development.

The International Senior Human Resources & Personnel Management Course

- Examine the Economic and Political trends affecting organizations and their Management implications for Human Resource Management.
- Develop Strategic and Tactical skills in Human Resource Management.
- Discuss Human Resource Planning, Re-engineering.

Advanced Management Skills Programme

- Review, update and discuss the application of modern and cutting edge developments in management studies in a changing environment.
- Learn new developments in Operations Management.
- Evaluate and implement appropriate Quality Strategies in the workplace.

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

David Stringer



General Manager,
The Management
School London

Craig Murphy



Senior IT
Consultant

Prof. Barry Warrington



Senior
Management
Consultant,
Author and
Trainer

Dr John Black



Senior Human
Resources
Consultant
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The Management School London

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Senior Training & Development Management Course

THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

16th - 27th April 2012, 13th - 24th Aug. 2012, 10th - 21st Sept. 2012 & 29th Oct. - 9th Nov. 2012

15th - 26th April 2013, 12th - 23rd Aug. 2013, 9th - 20th Sept. 2013 & 30th Sept. - 11th Oct. 2013

Introduction:

We are pleased to inform you that the Senior Training and Development Management Course will be held at the Management School Training Centre, London.

In the fiercely competitive global environment, the capability and capacity of an organisation's personnel are a major source of sustained competitive advantage. This programme is designed to provide human resource managers, training professionals and managers with responsibility for the training and development of their teams with an insight into both the strategic and operational issues relating to developing people.

The programme examines current thinking in the field of Strategic Management and demonstrates how strategic Human Resource Planning is a pivotal element in the determination of the strategic direction of the organisation. This Strategic review also provides the context for introducing course participants to leading cutting edge training and development methodologies through which Human Resource strategies can be implemented.

Course Objectives:

At the end of the course, participants will:

- Analyse the business environment and its implication for human resources training and development.
- Examine Corporate Vision, Mission, Corporate Plan and Human Resources Planning & Development.
- Keep abreast with latest development in E-learning.
- Understand the learning process and the key factors affecting learning.
- Identify the key stages in the training process.
- Write training objectives to meet training needs and workplace outcome.
- To identify and analyse the training needs, the occupational needs & individual needs.
- Design appropriate training programme.
- Identify where participative methods are most required.
- Design appropriate methods for evaluating the training effectiveness against Pre-set outcome.
- Prepare and deliver sample training.

For Whom?

General Managers (Training) Deputy Assistant General Manager (Training), Training Managers, Training Executives, Directors of Training, Deputy Directors & Assistant Directors Training, Personnel Managers & Human Resources Managers.

Course Contents:

The Environment and Human Resource Development.

- Economic Environment.
- Political Environment.
- Social Environment.
- Technological Environment.
- The impact of the environment of Human Resource Training & Development.

How Executives & Staff Learn:

- The experienced executive learning process in Human Resource Development.
- The learning cycle.
- Knowledge, skills, attitude & understanding of what is taught.

The Training Strategy:

- Training cycle.
- Method of training.
- Training objectives.

The Training Cycle in Human Resource Development:

- Organisational needs.
- Individual needs.
- Occupational needs.

Identifying Organisational Needs:

- External influence and the impact on human resource development.
- Internal influence.

The Corporate Planning & Training needs:

- Corporate vision, mission, objectives & organisational direction.
- Corporate Planning and Human Resources Planning.
- How corporate plans are prepared.
- Using the plan to forecast training needs.
- The role of training department within the management of the organisation.

Human Resources Planning:

- The use of Human Resource planning & learning strategy.
- Succession planning.
- Career development.

Occupational needs identification:

- Job analysis and performance indicator.
- Job satisfaction.
- Training specification

Individual needs identification:

- Organisational system and performance appraisal.
- Monitoring of these needs.
- Career development.

Training Design Strategy:

- Training design & its place in Human Resource training circle.
- Learning result and competency based training.

Training style & learning:

- How executives learn & its implication for training design.
- The training style & training design.
- Learning style & learning maturity.

E-learning:

- E-Learning defined.
- CISCO Perspective.
- E-Learning trends.
- E-Learning delivery.
- E-Learning strengths and weaknesses.

The Human Resource Learning design strategy:

- Design strategy & design delivery

Techniques for training:

- Evaluation of different training techniques.
- When & how to use design and their implication.

Participative training methods:

- What is participative training method and its use in learning events.

Case study method:

- Technique for preparing case studies & using them.

Management exercise:

- Workshop on the preparation of management exercise including observation & debriefing.

Role – plays method:

- Workshop on writing & use of role-plays in Human Resource Development.
- Facilitating & managing role-play.

Evaluation of training:

- Training evaluation strategy.
- Evaluating knowledge.
- Evaluating skills acquisition.
- The evaluation interview.

Course administration:

- The role of training co-ordinators, administrators and training managers.
- Training record.

Leading the learning group:

- The factors affecting leadership.
- Approaches to developing leadership potential.
- Learn qualities of good leaders & leadership style.
- Understanding changing ways people are managed and the effects of leadership on behaviour.
- Setting goals & achieving results.
- Examine corporate vision, mission & objectives and the impact of leadership.
- Build trusting relationship.
- Promoting innovation.
- Coaching and training for result.

Communication & Teamwork:

- Leadership through effective communication, influencing, sharing ideas & vision.
- Developing people & team building.
- Integrating communication strategy with business plans.
- Leadership & Team working.
- Building strong teams and factors involved.
- Motivation and practical steps to improve motivation level.

Presentation Skills:

- Planning & preparing a presentation.
- Editing the material & establishing key points for presentation.
- Visual Aids including computer generated visuals.

Course Fee

£3,950 (Three thousand nine hundred and fifty pounds sterling) per participant. Fee covers tuition, tuition materials, lunch ticket and all visits associated with the course. Payment is by bank draft made payable to The Management School, London. ALL BOOKINGS ARE PRE-PAID.

The International Senior Human Resources & Personnel Management Course

THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

16th - 27th April 2012, 13th - 24th Aug. 2012, 10th - 21st Sept. 2012 & 29th Oct. - 9th Nov. 2012

15th - 26th April 2013, 12th - 23rd Aug. 2013, 9th - 20th Sept. 2013 & 30th Sept. - 11th Oct. 2013

Introduction

We are pleased to inform you that the International Senior Human Resources & Personnel Management Course will be held at The Management School Training Centre, London.

Who Should Attend?

- Executives currently working in the personnel or Human Resource Departments in the private and public sectors.
- Director Generals and Permanent Secretaries.
- Personnel Directors, Directors of Personnel, Deputy Directors and Assistant directors.
- Personnel Managers and Personnel Management Executives.
- Industrial Relations Managers.
- Manpower Development Managers.
- Training Managers.
- Remuneration Managers.
- Administration Managers.
- All Managers responsible for Personnel matters.

Course Objectives:

At the end of the course participants will:

- Examine the economic and political trends affecting organisations and their management implications for Human Resource Management.
- Discuss the Strategic functions of the personnel management executives.
- Enhance their strategic and tactical skills in Human Resource Management.
- Encourage Human Resource Executives and their organisations to achieve their goals through the optimum use of human resources.
- Discuss trends in the management of industrial relations functions.
- Learn Business Process Re-Engineering & Rationalisation.
- Learn modern trends in Human Resources planning.
- Provide participants with updates in performance management, group assessment, individual appraisal and development.
- Learn techniques for designing an appropriate reward system.
- Examine the effective application of Information Technology in Personnel Management.
- Discuss E-learning and trends in Human Resource training & development.

Benefits to the Organisation:

- The Human Resources Management course will help to enhance profitability of the organisation.
- Organisations effectiveness will be re-assessed in the light of the Human Resource Management Skills learnt at the course.
- Participants will relay to their organisations what they gained from the course.

Course Content:

The Environment:

- The economic component.
- Legal intervention.
- Political.
- Technology.
- Social cultural.
- Competition etc.

General Management:

- The business-operating environment.
- Corporate vision, mission and objectives.
- Strategic and operation management practice.
- Corporate planning.
- Managing for result.
- Total quality management.
- Time management.
- Office & records management.
- Planning & organising work.
- Team building.
- Interpersonal relations.

Strategic Planning & Operational Management:

- Corporate Mission, Vision & Objectives.
- Strategic Planning & Strategic thinking.
- Operational Management.

Developing Change Strategies:

- Introduction of change management.
- How to introduce change.
- Effective management of change.
- Response of Human Resource Executives to business restructuring and re-engineering.
 - expand
 - rationalise
 - de-centralise

Human Resource Planning:

- Human Resource planning strategy.
- Human Resource planning process.
- Factors affecting Human Resource planning.
- Age profile.
- Turnover rate.
- Management succession planning.
- Training and Development for Management successes.
- Redundancy.

Recruitment and Selection:

- The Recruitment and selection process.
- Labour market analysis & survey.
- Job analysis.
- Developing candidate specifications.
- Selection methods.
 - The application form.
 - Selection tests.
 - Interviews.
- The recruitment decision.
- The induction programme.

Training Strategies:

- Training and development policy and practice.

Reward Strategy:

- Reward Policy.
- Job Evaluation.
- Salary Administration.

Change Management:

- Models of change management.
- Introducing change.
- Strategies for change management.

Performance Management:

- Performance Appraisal.
- Performance Management.
- Planning & Implementing Performance System.

Employee Relations:

- Industrial Relations.
- Negotiation Strategy.

To Register

Course Fees & Payment

£3,950 (Three thousand nine hundred and fifty pounds sterling) per participant. Fee covers tuition, tuition materials, lunch ticket and all visits associated with the course.

All bookings must be paid no later than 4 weeks before the start of the course.

Payment should be by bankers draft, made out in favour of The Management School, London and sent to:

Rolien Van Heerden

Training & Development Co-ordinator,

The Management School, London,

Alperton House, Bridgewater Road,

Middlesex, London HA0 1EH;

Tel: +44 (0)208 782 8990 Fax: +44(0) 208 782 8991 ;

E-mail: exctraining@themanagementschool.com.

Website: www.themanagementschool.com

International Attendance

The Management School, London has developed a global reputation for quality, relevance and value of its courses. Previous courses have attracted delegates from countries throughout the world, including Angola, Bahrain, Britain, Brunei, Cameroon, Czech Republic, Egypt, Estonia, Finland, Gambia, Hong Kong, Hungary, India, Indonesia, Iran, Kenya, Kuwait, Malaysia, Mauritius, Mozambique, New Zealand, Nigeria, Oman, Poland, The Philippines, Saudi Arabia, Singapore, South Africa, Tanzania, Thailand, UAE, USA, Zambia, Zimbabwe, Australia, Barbados, Croatia, Indonesia, Iran, Jamaica, Liechtenstein, Lithuania, Pakistan, Turkey.

Joining Instructions

Joining instructions, with full details on where to go, how to get there and what to bring, will be sent to all delegates prior to commencement of the course.

WHAT PREVIOUS PARTICIPANTS SAID

"The course went past my expectations!". "The Quality of the resource personnel is excellent". "The course was very interesting and educative. I needed a change and I have been able to get strategies for that".

"The speakers were excellent and the sessions were interactive - the course was not boring". "Quite a rewarding and refreshing course". "I liked the organisation and co-ordination of lectures and the lecturers!"

Advanced Management Skills Programme

THE MANAGEMENT SCHOOL TRAINING CENTRE, LONDON

16th - 27th April 2012, 13th - 24th Aug. 2012, 10th - 21st Sept. 2012 & 29th Oct. - 9th Nov. 2012

15th - 26th April 2013, 12th - 23rd Aug. 2013, 9th - 20th Sept. 2013 & 30th Sept. - 11th Oct. 2013

Course Objectives

The objectives of the course are :

- To review, update and discuss the application of modern and cutting edge developments in management studies in a changing environment.
- To consider new developments in Operations Management.
- To appraise the development and application of e-commerce and e-business.
- To develop a personal plan for making the media work for you.
- To consider the implications and appropriate Strategic Quality Strategies in the workplace.
- To develop strategies for Continuous Professional Development (CPD) at a personal and professional level.
To assess new thinking in the field of Leadership Studies and to apply them to self.
- To identify key aspects of Managing Change in the workplace.
- To distinguish effective Purchasing and Supply Chain Management policies.
- To recognize the development of proper Marketing Strategies.

Who Should Attend?

The programme is designed for General Managers, Deputy General Managers, Assistant General Managers as well as Functional Managers and Senior Executives in all areas of Management including:

- Financial Managers
- Marketing Managers
- Production Managers
- Human Resources Managers
- Public Relations Managers
- Company Secretaries & Legal Advisers

As well as Engineers and Technical experts who aspire or have already moved into general management.

Benefits to the organisation

Organisations sending delegates to the Advanced Management Skills Programme will benefit by:

- Giving organisational managers and executives a wider knowledge and understanding of the latest practice and thinking in General Management and Business.
- Helping senior personnel managers to develop professionally in their organizations.
- Developing and sharpening skills of senior management in key strategic and operational perspectives.
- Exposing managers and executives to new and original thinking in General Management and Business.
- Giving the opportunity for specialist managers to broaden their range of abilities and thinking.
- Exposing managers and executives to an International forum.

Course Content

The course will be delivered in English and will encompass aspects of:

1. Strategic management and corporate planning
 - The Nature of Corporate Policy and Corporate Strategic Planning.
 - Strategy Options and Choices.
 - Implementation of Strategy.
 - Models of strategic management
 - Key concepts in employee resourcing.
 - Strategic management in practice.
2. Personal and professional development
 - Continuous professional development (CPD)
 - Lifelong learning.
 - Learning and development.
 - Personal Development Planning.
3. Operations Management
 - Re-thinking manufacturing and processing techniques.
 - Production strategies.
 - Production systems.
 - Effective production control.
 - Production scheduling.
 - IT and production control.

4. Leadership

- What is leadership?
- Models and theories of leadership.
- The manager is leader.
- Assuming leadership.
- Dealing with conflict.
- Politics and power.
- Leading for results.
- Effective decision making.

5. Finance

- Profit and cash flow statements.
- Working capital.
- Changing face of accounting.
- Ratio analysis.
- Financing strategies.

6. Managing change

- Models and theories of change management.
- Introducing change.
- Strategies for managing change.
- Business restructuring, re-engineering and rationalization.

7. Human Resource Planning Strategies

- Analysis of human resource planning.
- The human resource planning process.
- Factors that impact on the human resource planning process.

8. Marketing

- Customer needs and customer satisfaction.
- Target marketing.
- Research and product development.
- Marketing and financial control.
- Latest marketing techniques.

9. Total Quality Management

- The development of Total Quality Management and Strategic Quality Management.

- Concepts and Principles.
- Optional Frameworks.
- The Purpose of TQM.
- Continuous Improvement.
- Quality Audit and Assessment.
- Changing Organisational culture.
- 10. Purchasing and supply chain management.
 - Effective purchasing procedures.
 - Organisational buying behaviour.
 - Decision making units.
 - Requisitioning through to supplier sourcing.
 - Just in Time (JIT) manufacturing.
 - Materials management.

11. E-business and E-commerce

- Risk analysis.
- Economic Globalisation.
- The development of legal and financial frameworks.
- Future trends.

12. Reputation Management

- Media and business relations.
- Public Relations as a top management function.
- Tools of media relations.
- Rules and conventions of media and business interaction.
- Managing of Business Stakeholders.
- Planning and implementing media campaigns.
- Managing crisis.

Course Fee

£4,950 (Four thousand, nine hundred and fifty Pounds Sterling) per participant. Fee covers tuition, tuition materials, lunch ticket and all visits associated with the course.

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The Faculty



Professor Barry Warrington, BSc, Msoc.Sc, 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 an 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.



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' 'A Competency-Based Approach to Training and Development' (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.

Other Courses Running

S/NO.	DATE 2012	DATE 2013	COURSE TITLES	SPONSORS	VENUE	COURSE FEE
1.	13 - 24 Feb 2012	11 - 22 Feb 2013	Senior Secretarial Computing Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
2.	13 - 24 Feb 2012	11 - 22 Feb 2013	International Senior Secretaries & Directors' Personal Assistants Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
3.	13 - 24 Feb 2012	11 - 22 Feb 2013	Advanced Management for Senior Government Officials	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
4.	13 - 24 Feb 2012	11 - 22 Feb 2013	Strategic Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
5.	13 - 24 Feb 2012	11 - 22 Feb 2013	Human Resources & Personnel Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
6.	13 - 24 Feb 2012	11 - 22 Feb 2013	Strategic Public Relations Course	INTERNATIONAL SCHOOL OF PUBLIC RELATIONS	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
7.	12 - 23 Mar. 2012	11 - 22 Mar. 2013	Accounts, Budget & Finance Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
8.	12 - 23 Mar. 2012	11 - 22 Mar. 2013	Financial Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
9.	16 - 27 April 2012	15 - 26 April 2013	Company Secretaries & Corporate Legal Advisers' Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
10.	2 - 13 July 2012	1 - 12 July 2013	Media Relations Management Course	INTERNATIONAL SCHOOL OF	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£2,950 1 wk
11.	2 - 13 July 2012	1 - 12 July 2013	Senior International Marketing	INTERNATIONAL SCHOOL OF	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
12.	2 - 13 July 2012	1 - 12 July 2013	International Senior Secretaries' & Senior Secretarial Computing Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
13.	13- 24 Aug. 2012	12 - 23 Aug. 2013	Total Quality Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
14.	13- 24 Aug. 2012	12 - 23 Aug. 2013	Strategic Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
15.	10 - 21 Sept. 2012	9 - 20 Sept. 2013	International Senior Secretaries & Directors' Personal Assistant Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
16.	10 - 21 Sept. 2012	9 - 20 Sept. 2013	Senior Secretarial Computing Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
17.	10 - 21 Sept. 2012	9 - 20 Sept. 2013	Senior Training & Development Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£3,950 2 wks
18.	10 - 21 Sept. 2012	9 - 20 Sept. 2013	Legislative Practice Management Programme for Legislators	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
19.	10 - 21 Sept. 2012	9 - 20 Sept. 2013	Advanced Legal Advisers Programme for Senior Legal Officers & Executives	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
20.	8 - 19 Oct. 2012	14 - 25 Oct. 2013	Senior International Public Relations & Advanced Media Management Course	THE MANAGEMENT SCHOOL LONDON	UNIVERSITIES AT SHADY GROVE, MARYLAND, USA	£5,500 2 wks
21.	8 - 19 Oct. 2012	14 - 25 Oct. 2013	Advanced Human Resource Management Course	THE MANAGEMENT SCHOOL LONDON	UNIVERSITIES AT SHADY GROVE, MARYLAND, USA	£5,500 2 wks
22.	8 - 19 Oct. 2012	14 - 25 Oct. 2013	Advanced Management Course	THE MANAGEMENT SCHOOL LONDON	UNIVERSITIES AT SHADY GROVE, MARYLAND, USA	£5,500 2 wks
23.	29 Oct. - 9 Nov. 2012	30 Sept - 9th Oct. 2013	Advanced Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
24.	29 Oct. - 9 Nov. 2012	30 Sept - 9th Oct. 2013	Senior Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
25.	29 Oct. - 9 Nov. 2012	30 Sept - 9th Oct. 2013	Strategic Public Relations Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks
26.	29 Oct. - 9 Nov. 2012	30 Sept - 9th Oct. 2013	Advanced Management Course	THE MANAGEMENT SCHOOL LONDON	THE MANAGEMENT SCHOOL TRAINING CENTRE LONDON	£4,950 2 wks



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

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