" I have gained so much in terms of how to approach my clients and how to sell myself "

Training Calendar

January to June 2011
Why book an REC Training Course?

- REC courses are tailored to today's challenging recruitment market, giving you access to best practice information, resources and tools to improve your skills and grow your business
- The REC conducts detailed research to provide you with the latest and most relevant training courses in the industry
- The REC's professional trainers have years of experience in the industry, imparting their specialist knowledge and insights, ensuring your training delivers results.

Recruitment & Employment Confederation

Sales

Course	Cost (Member Rates)	Cost (Non Member Rates)	Month	Date	Region
Proactive Business Development	£325	£535	January	13	London
			February	17	Bristol
			March	15	London
			March	24	Manchester
			April	12	Edinburgh
			May	10	Leeds
			May	18	London
			June	7	Birmingham
Telesales	£325	£535	February	8	London
			February	23	Glasgow
			March	9	Leeds
			April	7	London
			April	14	Manchester
			May	26	Birmingham
			June	9	Bristol
			June	15	London
Negotiate & Close	£325	£535	March	31	London
			May	5	Birmingham
			June	28	London
Progressive Sales	£595	£795	January	25 & 26	London
			April	5 & 6	Manchester
			June	1 & 2	London
Perfect Client Meeting	£325	£535	February	22	London
			May	19	Manchester
Successful Account Management	£325	£535	January	19	London
			March	29	Leeds
			April	14	London
			May	24	Bristol
Winning Bids & Tenders	£325	£535	February	2	London
			May	18	Leeds
			June	29	London

IRP member discounts

Members of the Institute of Recruitment Professionals (IRP) also benefit from the membership rate. IRP membership starts from just £70.

Contact the REC today for more information by telephone on **020 7008 2144** or by email **irp@rec-irp.uk.com.**

Please note: Prices are exclusive of VAT

Management

Course	Cost (Member Rates)	Cost (Non Member Rates)	Month	Date	Region
The Balancing Act	£595	£795	February	9 & 10	London
			March	30 & 31	Birmingham
			May	11 & 12	Manchester
			June	22 & 23	London
The New Manager	£595	£795	February	15 & 16	Edinburgh
			February	23 & 24	Leeds
			March	8 & 9	London
			April	5 & 6	Bristol
Management Development Programme	£595	£795	February	8 & 9	Bristol
			March	2 & 3	Leeds
			April	12 & 13	London

In-Company Training

REC training can be delivered at your office or venue of choice. Not only is In-Company training convenient, it is a very cost effective option where a number of staff require training.

By choosing the REC you can be assured that our trainers will work with you to meet the exact learning needs of your team to help them reach your business objectives.

In-company training is great for:

1. Delivering bespoke training for your business
2. Spending less time away from the office travelling and more time learning
3. Keeping travelling costs associated with training to a minimum
4. Saving time and money on organising training – the REC does it for you!

For further information about In-Company training from the REC call us on **020 7009 2144**

Operations

Course	Cost (Member Rates)	Cost (Non Member Rates)	Month	Date	Region
Introduction to Recruitment Practice	£545	£750	January	11 & 12	London
			February	2 & 3	Manchester
			March	2 & 3	Bristol
			March	16 & 17	London
			April	13 & 14	Birmingham
			May	10 & 11	London
			May	25 & 26	Leeds
			June	21 & 22	Edinburgh
Essential Skills for Temporary Consultants	£325	£535	February	15	London
			March	17	Leeds
			May	4	Manchester
			May	24	London
Essential Skills for Permanent Consultants	£325	£535	January	20	London
			February	1	Bristol
			March	10	Birmingham
			March	30	London
			April	7	Leeds
			May	17	London
			June	16	Manchester
Successful Interviewing	£325	£535	February	3	London
			March	1	Birmingham
			March	22	Leeds
			May	12	London
			June	30	Glasgow
Competence Based Interviewing	£325	£535	June	16	London
Start up your own agency	£1,099	£1,099	January	18 & 19 & 20	London
			February	23 & 24 & 25	London
			March	8 & 9 & 10	Birmingham
			March	22 & 23 & 24	London
			May	4 & 5 & 6	London
			June	7 & 8 & 9	London
Business Law - The Basics	£325	£535	January	20	London
			January	27	Leeds
			February	25	London
			March	10	Birmingham
			March	24	London
			May	6	London
			June	9	London
Business Law - Staff & Temps	£325	£535	February	9	Leeds
			February	17	London
			March	16	Manchester
			April	7	Birmingham
			May	19	London
Business Law - Limited Company Contractors	£195	£275	March	1	London
			May	25	Manchester
			June	14	London
			June	29	Birmingham

Expert Business Advice from the REC

The REC's Business Support Unit (BSU) provides recruitment agencies and consultancies with a variety of one-to-one coaching services, such as fee earners performance coaching, or business mentoring sessions.

To discuss your business needs call our BSU team on **020 7009 2131**

Please note: VAT is exclusive of all prices within this calendar

Get up to 20% off your next course or multiple bookings
Once you've attended one of the REC's training courses you're automatically entitled to a massive 20% saving on future courses. in addition, with multiple bookings, you can make further savings per person attending, so ensure you take advantage.*

*Please see terms and conditions on the back page of this leaflet for more information

How to book

Call the REC on **020 7009 2144**
Email **info@rec.uk.com**
Download your booking form: **www.rec.uk.com/training**
Fax your completed booking form to **01483 714979**
Or post the completed booking form with payment to:
REC Professional Development
4th Floor
Albion House
Chertsey Road
Woking
GU21 6BT

Terms and Conditions

For full terms and conditions please see our website **www.rec.uk.com.** In order for your booking to be processed, full payment must be received with the booking form.

Training Discount Terms and Conditions

- Applicable to one/two day Open Training courses only.
- Not applicable to Qualifications.
- Prices are subject to change. Please call the REC or log on to **www.rec.uk.com/training** for latest prices.

Save 20% by booking more than one person on a course

• Second and subsequent delegate bookings attract a 20% saving.*
• As per above, second and subsequent delegates must be booked onto the same course/same date/same location.
*Exceptions apply please call the REC for full details.

Get Qualified!

"Research shows that qualifications significantly improve people's earning potential. Today, over a third of recruiters hold a degree and more and more recruiters are investing in recognised industry qualifications that will help fast-track their career in an increasingly competitive environment."

Roger Tweedy, Director of Research, REC

The REC offers a wide choice of recruitment specific qualifications such as the Certificate and Diploma in Recruitment Practice. Find out more by calling the REC on **020 7009 2144** or visit **www.rec.uk.com/qualifications**

The Recruitment and Employment Confederation (REC) is the professional body dedicated to representing the interests of the recruitment industry in Parliament, Whitehall, the European Commission and to press and opinion formers.

The REC represents over 3,600 Corporate Members, with more than 8,000 branches. In addition, the REC represents over 5,500 individual members within the Institute of Recruitment Professionals (IRP).

The REC is committed to raising standards and highlighting excellence throughout the recruitment industry.

Call the REC today on **020 7009 2144**
visit **www.rec.uk.com** or email us at **info@rec.uk.com**

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