Training Calendar

January to June 2012

Why choose REC Training?

- 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

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

IRP Member discounts

Members of the Institute of Recruitment Professionals (IRP) also benefit from the membership rate. IRP Membership starts from just £75.

Contact the REC today for more information by telephone on 020 7008 2100 or by email info@rec-irp.uk.com.

Get up to 20% off your next course or multiple bookings

Once you've attended one of the REC's training courses you're 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

Sales

Course	Month	Date	Location
Proactive Business Development Cost (Member): £344 Cost (Non Member): £567	January	18th	London
	February	09th	Manchester
	February	29th	Bristol
	March	15th	London
	April	19th	Edinburgh
	May	17th	London
	May	23rd	Leeds
	June	20th	Birmingham
	July	24th	London
	September	12th	Manchester
	September	13th	London
	October	04th	Bristol
	October	18th	Glasgow
	November	13th	London
	November	29th	Leeds
	December	19th	Birmingham
Telephone Sales Cost (Member): £344 Cost (Non Member): £567	February	08th	London
	February	21st	Glasgow
	March	21st	Leeds
	April	17th	Manchester
	April	24th	London
	May	15th	Bristol
	May	24th	Birmingham
	June	13th	London
	July	12th	Newcastle
	August	29th	London
	September	20th	Edinburgh
	October	11th	Leeds
	October	31st	London
	November	14th	Bristol
	November	28th	Birmingham
	December	12th	London
Negotiate and Close the Sale Cost (Member): £344 Cost (Non Member): £567	March	14th	London
	May	15th	Birmingham
	June	21st	London
	September	20th	London
	October	30th	Leeds
	December	19th	London
Progressive Sales Cost (Member): £630 Cost (Non Member): £842	January	24th - 25th	London
	April	18th - 19th	Manchester
	June	27th - 28th	London
	September	04th - 05th	Birmingham
	October	17th - 18th	London
	November	21st - 22nd	Leeds
Perfect Client Meeting Cost (Member): £344 Cost (Non Member): £567	February	15th	London
	May	22nd	Manchester
	July	26th	London
	August	29th	Birmingham
	September	06th	Newcastle
	December	13th	Leeds
	December	18th	London
Successful Account Management Cost (Member): £344 Cost (Non Member): £567	January	31st	London
	March	13th	Leeds
	May	16th	London
	May	30th	Bristol
	July	31st	London
	September	18th	Manchester
	October	25th	London
	November	27th	Birmingham
Strategic Sales Cost (Member): £344 Cost (Non Member): £567	May	15th	London
	June	14th	London
	November	13th	London
Winning Bids and Tenders Cost (Member): £344 Cost (Non Member): £567	February	16th	London
	May	09th	London
	September	11th	London
	December	11th	London

Operations

Course	Month	Date	Location
Introduction to Recruitment Practice Cost (Member): £577 Cost (Non Member): £795	January	25th - 26th	London
	February	15th - 16th	Manchester
	March	06th - 07th	Bristol
	March	28th - 29th	London
	April	25th - 26th	Birmingham
	May	09th - 10th	Leeds
	May	23rd - 24th	London
	June	12th - 13th	Edinburgh
	July	18th - 19th	London
	September	04th - 05th	Manchester
	September	11th - 12th	Bristol
	September	26th - 27th	London
	October	24th - 25th	Birmingham
	November	7th - 8th	Leeds
	November	21st - 22nd	London
Essential Skills for Temp Consultants Cost (Member): £344 Cost (Non Member): £567	February	14th	London
	March	15th	Leeds
	March	29th	Newcastle
	May	08th	London
	May	17th	Manchester
	June	14th	Birmingham
	July	12th	London
	September	13th	Leeds
	September	25th	London
	November	15th	Manchester
	November	20th	London
	December	11th	Birmingham
Essential Skills for Perm Consultants Cost (Member): £344 Cost (Non Member): £567	January	24th	London
	February	08th	Bristol
	March	13th	London
	March	27th	Birmingham
	April	17th	Leeds
	May	22nd	London
	June	26th	Manchester
	July	17th	London
	September	11th	Birmingham
	September	27th	Newcastle
	October	16th	Leeds
	October	23rd	London
	December	13th	London
	December	18th	Manchester
Successful Interviewing Cost (Member): £344 Cost (Non Member): £567	February	02nd	London
	March	01st	Birmingham
	March	22nd	Newcastle
	May	10th	London
	June	07th	Glasgow
	June	21st	Leeds
	August	23rd	London
	October	23rd	Manchester
	November	15th	London
	November	20th	Bristol
Competence Based Interviewing Cost (Member): £344 Cost (Non Member): £567	April	19th	London
	October	11th	London
Linked In - The Essentials Cost (Member): £397 Cost (Non Member): £567	February	28th	London
	April	24th	Manchester
	June	19th	London
	July	10th	Birmingham
	September	18th	London
	October	02nd	Leeds
	December	11th	London
Linked In - Advanced Cost (Member): £397 Cost (Non Member): £567	February	29th	London
	April	25th	Manchester
	June	20th	London
	July	11th	Birmingham
	September	19th	London
	October	03rd	Leeds
	December	12th	London

Operations

Course	Month	Date	Location
Demystify Social & Digital Media Cost (Member): £397 Cost (Non Member): £567	February	01st	London
	March	07th	Birmingham
	May	02nd	Leeds
	June	07th	London
	September	26th	Manchester
	November	07th	London
	November	28th	Belfast
Start Up Your Own Recruitment Agency Cost (Member): £1,165 Cost (Non Member): £1,165	January	17th - 19th	London
	February	21st - 23rd	London
	March	06th - 08th	Birmingham
	March	20th - 22nd	London
	April	24th - 26th	London
	May	29th - 31st	London
	July	03rd - 05th	London
	September	04th - 06th	London
	September	25th - 27th	Birmingham
	October / November	30th - 1st	London
	November	27th - 29th	London
Recruitment Law – Understanding the Essentials Cost (Member): £344 Cost (Non Member): £567	January	19th	London
	January	25th	Leeds
	February	23rd	London
	February	29th	Manchester
	March	08th	Birmingham
	March	22nd	London
	April	26th	London
	May	31st	London
	July	05th	London
	July	10th	Belfast
	July	24th	Edinburgh
	September	06th	London
	September	19th	Leeds
	September	27th	Birmingham
	October	24th	Manchester
	November	01st	London
	November	29th	London
Recruitment Law – Managing PAYE Temporary Workers Cost (Member): £344 Cost (Non Member): £567	January	26th	Leeds
	February	07th	London
	March	01st	Manchester
	April	17th	Birmingham
	May	09th	London
	July	11th	Belfast
	July	18th	Bristol
	July	25th	Edinburgh
	August	14th	London
	September	20th	Leeds
	October	09th	Birmingham
	October	25th	Manchester
	November	6th	London
Employment Law – Manage your Employees and Protect your Business Cost (Member): £344 Cost (Non Member): £567	March	28th	London
	April	18th	Birmingham
	August	30th	London
	October	10th	Birmingham
Recruitment Law – Supplying Ltd Company Contractors Cost (Member): £206 Cost (Non Member): £290	March	29th	London
	June	12th	Leeds
	June	13th	Manchester
	June	20th	London
	October	16th	Bristol
	October	17th	Birmingham
	November	07th	London

Management

Course	Month	Date	Location
The Balancing Act Cost (Member): £630 Cost (Non Member): £842	February	08th - 09th	London
	March	14th - 15th	Birmingham
	May	29th - 30th	Manchester
	June	13th - 14th	London
	June	27th - 28th	Newcastle
	September	12th - 13th	Bristol
	October	02nd - 03rd	London
	November	27th - 28th	Leeds
The New Manager Cost (Member): £630 Cost (Non Member): £842	February	01st - 02nd	Leeds
	February	22nd - 23rd	Edinburgh
	March	07th - 08th	London
	March	20th - 21st	Birmingham
	June	19th - 20th	Birmingham
	July	10th - 11th	London
	September	18th - 19th	London
	October	30th - 31st	Manchester
	November	06th - 07th	Glasgow
	December	12th - 13th	London
Management Development Programme Cost (Member): £630 Cost (Non Member): £842	February	22nd - 23rd	Bristol
	March	07th - 08th	Leeds
	April	17th - 18th	London
	July	18th - 19th	Birmingham
	August	21st - 22nd	London
	October	09th - 10th	Manchester
	November	14th - 15th	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 2100

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

Expert Business Advice from the REC

The REC's Consultancy & Compliance Team 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 Consultancy & Compliance team on 020 7008 2100

To go straight to the training page, please scan here

Open a 'barcode scanner' application on your Smartphone*. Point your phone's camera at the code and scan.

* May require you to download from an App Store.

www.rec.uk.com/training | 020 7009 2100 | info@rec.uk.com

How to book

- Call the REC on 020 7009 2100
- Email info@rec.uk.com
- Book online by visiting www.rec.uk.com/training
  (you can also download a booking form from the website)

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 2100
or visit www.rec.uk.com/qualifications

The Recruitment & 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 7,700 Corporate Member branches and over 5,700 Members of 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 2100
visit www.rec.uk.com or email us at info@rec.uk.com

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