Training Calendar
July to December 2012

Our holistic approach enables you to succeed in your career

The REC's academy for business provides all round business and personal development solutions that cater for individual needs.

Whether you are looking for a short sharp session on how to improve your sales or a high level qualification to build your team and improve staff retention – we have something to suit you.

Recruitment & Employment Confederation

Individual learning styles

Ensuring your targets are reached along with the day-to-day challenges faced in your workplace, can often mean prioritising the learning and skills of your staff gets left behind.

The REC's Academy for Business can support you through a wide range of individual and business development solutions. Catering for individual learning preferences is our speciality, as we recognise that everyone is different and that there is more than one way of learning, developing new skills and building knowledge. Some people are visual learners, others learn through discussion and some prefer being left to their own devices.

Investing in the learning and development of your staff on an ongoing basis is proven to not only allow your staff to reach their goals more easily, but also continuously drive development and growth within your business.

So whether you are looking to develop your business, your team or an individual member of staff – one size doesn't fit all, and giving you the freedom to select a solution that meets their individual learning preferences, can make the difference your business really needs.

Bespoke and In-Company training

All of our programmes can be delivered as an on-site option, which is a perfect solution for those who have a number of colleagues or staff that require training.

So save yourself the time and hassle by having the programme delivered at your offices.

The benefits of us coming to you mean that you can:

- choose the location and time that is suitable to your business needs
- not be tied to the set times and locations
- have a dedicated trainer with recruitment industry experience delivering the entire programme
- save money – the cost per head works out cheaper in addition to the saving you make on time and travel expenses
- knowing that your whole team will be trained to the same level.

For more information about In-Company training from the REC, please call us on **020 7009 2100** or visit **www.rec.uk.com/incompany.**

www.rec.uk.com

Webinars

Sign up to one of our free topical webinars, these are bite size sessions covering a range of current themes and questions from our members.

Events

Shorter seminar style events that are delivered around the country – these are widely accessible and convenient to attend.

Qualifications

We offer two levels of recruitment specific professional qualification: the Certificate and the Diploma in Recruitment Practice. These are practical, relevant qualifications with a flexible and convenient approach to study. They provide an excellent way to up skill your people, motivate your team and demonstrate your business' commitment to professionalism.

Expert Business Advice

Our mentors are experienced professionals with years of experience within the recruitment industry. They provide 'hands on' advice on how to drive your business forward, from taking that all important next step to increasing sales and efficiency or diversifying into new markets.

Courses

We run over 20 different one, two and three day training programmes covering legislation, sales, social media, management and operational processes. See our schedule for dates and locations taking place around the country over the next six months.

We can also bring any of our training programmes to you through our In-Company training option.

For information on our products and services, contact REC today.

Call **0207 009 2100** to discuss your specific requirements. We will tailor a solution to suit you.

Training Calendar July – December 2012

LEGAL

COURSES	DATE	MONTH	LOCATION
Recruitment Law: Supplying Limited Company Contractors COST: £206 member rate £290 non member rate	17	October	Birmingham
	7	November	London
Employment Law: Manage Your Employees and Protect Your Business COST: £344 member rate £567 non member rate	30	August	London
	10	October	Birmingham
Recruitment Law: Managing PAYE Temp Workers COST: £344 member rate £567 non member rate	11	July	Belfast
	18	July	Bristol
	25	July	Edinburgh
	14	August	London
	20	September	Leeds
	9	October	Birmingham
	6	November	London
Recruitment Law: Understanding the Essentials COST: £344 member rate £567 non member rate	5	July	London
	24	July	Edinburgh
	6	September	London
	19	September	Leeds
	27	September	Birmingham
	24	October	Manchester
	1	November	London
	29	November	London

OPERATIONAL

COURSES	DATE	MONTH	LOCATION
Competence Based Interviewing COST: £344 member rate £567 non member rate	11	October	London
Demystifying Social Media COST: £397 member rate £567 non member rate	7	November	London
Essential Skills for Perm Consultants COST: £344 member rate £567 non member rate	17	July	London
	11	September	Birmingham
	27	September	Newcastle
	16	October	Leeds
	23	October	London
	13	December	London
	18	December	Manchester
Essential Skills for Temp Consultants COST: £344 member rate £567 non member rate	12	July	London
	13	September	Leeds
	25	September	London
	15	November	Manchester
	20	November	London
	11	December	Birmingham
Introduction to Recruitment COST: £577 member rate £795 non member rate	18–19	July	London
	26–27	September	London
	24–25	October	Birmingham
	7–8	November	Leeds
	21–22	November	London
Start Up Your Own Recruitment Agency COST: £1,165	3–5	July	London
	4–6	September	London
	25–27	September	Birmingham
	30–1	Oct/Nov	London
	27–29	November	London
Successful Interviewing COST: £344 member rate £567 non member rate	23	August	London
	15	November	London
	20	November	Bristol

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 our terms and conditions overleaf for more information.

IRP Member Discounts

Members of the Institute of Recruitment Professionals (IRP) also benefit from the membership rate. IRP Membership starts from just £80 (inc. VAT). Contact the REC for more information on **020 7009 2100** or by email at **info@rec-irp.uk.com**.

We offer a wide range of study methods for the recruitment specific qualifications - Certificate and Diploma in Recruitment Practice. To find out call the REC on **020 7009 2100** or visit **www.rec.uk.com/qualifications**.

VAT is exclusive of all prices within this calendar.

MANAGEMENT

COURSES	DATE	MONTH	LOCATION
Management Development Programme COST: £630 member rate £842 non member rate	18–19	July	Birmingham
	21–22	August	London
	9–10	October	Manchester
	14–15	November	London
The Balancing Act COST: £630 member rate £842 non member rate	12–13	September	Bristol
	2–3	October	London
	27–28	November	Leeds
The New Manager COST: £630 member rate £842 non member rate	10–11	July	London
	18–19	September	London
	30–31	October	Manchester
	12–13	December	London

SALES

COURSES	DATE	MONTH	LOCATION
Negotiate and Close the Sale COST: £344 member rate £567 non member rate	20	September	London
	30	October	Leeds
	19	December	London
Perfect Client Meeting COST: £344 member rate £567 non member rate	26	July	London
	29	August	Birmingham
	13	December	Leeds
	18	December	London
Proactive Business Development COST: £344 member rate £567 non member rate	24	July	London
	12	September	Manchester
	13	September	London
	04	October	Bristol
	18	October	Glasgow
	13	November	London
	29	November	Leeds
	19	December	Birmingham
Progressive Sales COST: £630 member rate £842 non member rate	4–5	September	Birmingham
	17–18	October	London
	21–22	November	Leeds
Strategic Sales COST: £344 member rate £567 non member rate	13	November	London
Successful Account Management COST: £344 member rate £567 non member rate	31	July	London
	25	October	London
	27	November	Birmingham
Telephone Sales COST: £344 member rate £567 non member rate	12	July	Newcastle
	29	August	London
	20	September	Edinburgh
	11	October	Leeds
	31	October	London
	14	November	Bristol
	28	November	Birmingham
	12	December	London
Winning Bids and Tenders COST: £344 member rate £567 non member rate	11	December	London

How to Book

Call the REC on **020 7009 2100**

Email the REC at info@rec.uk.com

You can also download a booking form from the website or book online at **www.rec.uk.com /training.**

Fax your completed booking form to **020 7935 4112.**

Post the completed booking form with payment to:

REC Professional Development, Dorset House, 1st Floor, 27-45 Stamford Street, London SE1 9PY

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Terms and Conditions

For full terms and conditions please see our website **www.rec.uk.com/terms-conditions**. 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 • Second and subsequent delegate bookings attract a 20% saving • Second and subsequent delegates must also be booked onto the same course/same date /same location. Exceptions apply. Please call the REC on 020 7009 2100 for full details.