



# kenttrainers

Expand your horizons - personal & business training

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**Channel Chamber of Commerce. Member 2 Member Offer**

**Book a place on one of our February courses, and get a second place at half-price.**

**1<sup>st</sup> WRITING BUSINESS CORRESPONDENCE [CHILSTON PARK, LENHAM]**

Whether you are writing a letter to a client or an email to a colleague, this course will help you put together written information that is crisp, clear and readily understood.

**15<sup>th</sup> FINANCIAL PLANNING [CHILSTON PARK, LENHAM]**

For anyone with responsibility for controlling costs, understanding the processes of budgeting, costing and pricing.

**16<sup>th</sup> HR ESSENTIALS [WEST HEATH CONFERENCE CENTRE, SEVENOAKS.]**

Provides the core knowledge to deal with HR issues including recruitment, employee relations, discipline and legislation.

**21<sup>st</sup> Managing Underperformance [CHILSTON PARK, LENHAM]**

Underperformance is an issue for all organisations. This workshop looks at the legal implications and the practical steps a Manager can take to deal with underperformance and encourage high performance.

**23<sup>rd</sup> SALES TEAM MANAGEMENT [CHILSTON PARK, LENHAM]**

Specifically designed workshop for those technically skilled managers who need to develop team leadership skills managing and motivating the sales team to exceed their targets.

**To take advantage of this offer, call Kate on 01892 823053 and quote Channel m2m offer.**

Visit [www.kenttrainers.co.uk](http://www.kenttrainers.co.uk) for full details of all these courses