



Lancashire Workforce Development Partnership (LWDP)
HR Training opportunities

LWDP is continuing the opportunity to engage in subsidised management training tailored to meet your needs. As HR Services Co-ordinator for LWDP, it would be most helpful to have your training requirements and ideas for training events; the courses you would like to see included on the 2010/11 Schedules.

Please complete the questionnaire by ticking the boxes which are of interest.

- | | |
|---|---|
| <input type="checkbox"/> Appraisal, Supervision & Feedback Skills | <input type="checkbox"/> Running Effective Meetings |
| <input type="checkbox"/> Assertion & Influencing Skills | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Interviewing Skills | |
| <input type="checkbox"/> Training Techniques for Managers & Supervisors | <input type="checkbox"/> ILM 3 |
| <input type="checkbox"/> Recruitment & Selection | <input type="checkbox"/> ILM 5 |
| <input type="checkbox"/> Absence Management | |
| <input type="checkbox"/> Handling Discipline & Grievance | |
| <input type="checkbox"/> Health, Safety & Risk Management | |

Please suggest any other courses relating to legislative issues you would like included

- | | | |
|---|--|--|
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Customer Care | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> IT courses | <input type="checkbox"/> Mental Capacity Act | <input type="checkbox"/> DOLS |

Suggestions for other courses appropriate to your needs

NAME _____

ORGANISATION _____

TELEPHONE NUMBER _____ E-MAIL _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Please hand to your Network Contact or send to:

Katie Burgess, HR Services Co-ordinator

Lancashire Workforce Development Partnership

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