



## Upcoming Subsidised Courses 2017

### Day Courses

Course	Dates		Cost
Microsoft Excel Fundamentals	3 <sup>rd</sup> October	Ennis	€100
2 Day Online Marketing Masterclass	24/25 October	Dromoland	€350
2 Day HR for SME's and Non - HR Managers	November	Ennis	€285
Business Writing Skills	November	Ennis	€100
Dignity at Work / Bullying in the Workplace	November	Ennis	€100
Time Management with Microsoft Outlook	November	Ennis	€100
Upskilling MS Office 2016 Pt1 - Word / Powerpoint	6 <sup>th</sup> Nov	Ennis	€100
Upskilling MS Office 2016 Pt2 – Excel Outlook	13 <sup>th</sup> Nov	Ennis	€100
2 Day Coaching for Performance	November	Ennis	€285

### QQI Award Courses

Course	Dates	Location	Cost
QQI5 Personal Effectiveness – Emerging Leaders	November	Ennis	€460
QQI6 Training Delivery & Evaluation - 4 Days	November	Limerick	€460
QQI6 Supervisory Management 4 Days	November	Limerick	€460

For more information please email [stuart@skillsacist.com](mailto:stuart@skillsacist.com) or call 065 7081466

Employers can register their interest at [www.skillnets.ie](http://www.skillnets.ie)