

# Training Voucher

COUNTY TRAINING, SHROPSHIRE COUNCIL

# 20% Off



This voucher can be redeemed against any of the courses on its reverse. It can only be used for County Training courses and has no cash value.

Valid until:

Company Name:

## *Training Available:*

For more information visit:  
[www.shropshire.gov.uk/  
countytraining.nsf](http://www.shropshire.gov.uk/countytraining.nsf)

To book, call County Training:  
01743 255191 or email:  
[countytraining@  
shropshire.gov.uk](mailto:countytraining@shropshire.gov.uk)

### **Management Short Courses (3 hours)**

Managing Health & Safety  
Team Leading  
Delegation  
Communication  
Motivation  
Presenting Information  
Time Management  
Managing Change  
Project Management  
Recruitment  
Problem Solving

**(The voucher does not apply to the ILM Award in First Line Management)**

### **Microsoft Office Short Courses (3 hours)**

Available in: Word, Excel, PowerPoint and Access

**E-quals** currently available in: Word Processing, E-mail, Presentations, and Spreadsheets  
(Equals are made up of 4 sets of 3 hour sessions)