



Code	Day	Start Date	End Date	Start Time	Finish Time	Duration	Venue	Cost	Exam Fees
Health and Safety Courses									
Asbestos and Legionella awareness									
LNQ922-4M	Thursday	26-Jan-12	26-Jan-12	13:00	15:00	½ day	LNLC	£27.00	£0.00
COSHH									
LNQ921-4M	Thursday	26-Jan-12	26-Jan-12	09:30	11:30	½ day	LNLC	£27.00	£0.00
Emergency First Aid									
LLQ351-5M	Friday	17-Feb-12	17-Feb-12	09:30	17:00	1 day	LLL	£65.00	£14.00
LNQ212-3M	Wednesday	21-Mar-12	21-Mar-12	09:30	17:00	1 day	LNLC	£65.00	£14.00
Fire Safety/Fire Marshall									
LNQ924-4M	Thursday	02-Feb-12	02-Feb-12	13:00	15:00	½ day	LNLC	£27.00	£0.00
LNQ926-4M	Friday	09-Mar-12	09-Mar-12	13:00	15:00	½ day	LLL	£27.00	£0.00
First Aid at Work									
LLQ916-5M	Friday	27-Jan-12	10-Feb-12	09:30	16:00	3 days	LLL	£240.00	£10.00
LLQ917-8M	Tues/Wed/ Thurs	14-Feb-12	16-Feb-12	09:30	16:00	3 days	LLL	£240.00	£10.00
Health and Safety for Staff CIEH Level 2									
LLQ918-5M	Friday	24-Feb-12	02-Mar-12	09:30	13:30	6 hrs	LLL	£80.00	£14.00
Manual Handling									
LNQ923-4M	Thursday	02-Feb-12	02-Feb-12	09:30	11:30	½ day	LNLC	£27.00	£0.00
LNQ925-5M	Friday	09-Mar-12	09-Mar-12	09:30	11:30	½ day	LNLC	£27.00	£0.00
Personal Safety - Lone Working									
LLQ920-4M	Friday	30-Mar-12	30-Mar-12	09:30	16:00	1 day	LLL	£73.00	£0.00
Risk Assessment CIEH									
LLQ919-5M	Friday	16-Mar-12	23-Mar-12	09:30	13:00	2 x ½ days	LLL	£80.00	£14.00

Code	Day	Start Date	End Date	Start Time	Finish Time	Duration	Venue	Cost	Exam Fees
Computer Courses									
Excel Introductory									
LNK911-4M	Thursday	12-Jan-12	12-Jan-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
LNK916-4M	Thursday	22-Mar-12	22-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
LNK918-4M	Thursday	19-Apr-12	19-Apr-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Excel Intermediate									
LNK915-4M	Thursday	15-Mar-12	15-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Excel Advanced									
LNK917-4M	Thursday	29-Mar-12	29-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Mail Merge and Tables in Word									
LNK914-4M	Thursday	08-Mar-12	08-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
PowerPoint Introductory									
LNK912-4M	Thursday	19-Jan-12	19-Jan-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Word Introductory									
LNK913-4M	Thursday	09-Feb-12	09-Feb-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Skills for staff for The London 2012 Olympic and Paralympic Games.								 Waltham Forest It's happening here	
Skills for Front Line Staff									
Assertiveness Skills									
LNI919-4M	Thursday	23-Feb-12	23-Feb-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Becoming an Interpreter in your Workplace									
LLT921-4M	Thursday	16-Feb-12	16-Feb-12	09:30	16:00	1 day	LLL	£75.00	£0.00
Communication Tactics for Deaf or Deaf/Blind People									
LNT927-3M	Wednesday	07-Mar-12	07-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Excelling as a First Time Manager/Supervisor									
LNI920-4M	Thursday	01-Mar-12	01-Mar-12	09:30	16:00	1 day	LNLC	£75.00	£0.00
Introduction to Project Management using Prince 2									
QEI912-4M	Thursday	22-Mar-12	22-Mar-12	09:30	16:00	1 day	QEJC	£75.00	£0.00
Notes and Minute Taking									
QEI911-4M	Thursday	26-Jan-12	26-Jan-12	09:30	16:00	1 day	QEJC	£75.00	£0.00
QEI913-4M	Thursday	29-Mar-12	29-Mar-12	09:30	16:00	1 day	QEJC	£75.00	£0.00

Key

LNLC - Leyton Neighbourhood Centre, 3 The Square (next to ASDA), High Road, Leyton E10 5NR
LLL - Leytonstone Learning Link, 23 - 25 North Birkbeck Road, Leytonstone E11 4JF
QEJC - Queen Elizabeth Jubilee Centre, 440 Cathall Road, Leyton, Leytonstone E11 4LA