

J W Lees
Training Diary
April 2011 – March 2012

To book a place on any of the courses, call Amanda McCartney on Tel: 0161
345 4491, alternatively email her on Amanda.mccartney@jwlees.co.uk

**Level 2 Award for Personal Licence
Holders (APLH)**

Times 9.30am – 5pm Location: Brewery (Knox Cottage) unless stated
otherwise.

Tutor Lee Holgate

Thursday 19th May 2011 - Millgate
Tuesday 5th July 2011
Wednesday 7th September 2011
Tuesday 1st November 2011
Tuesday 10th January 2012
Tuesday 6th March 2012

**J W Lees Licensed Retail Course (this is a 4
day course covering all aspects of licensed
retail, including the ABCQ cellar
management course on the last day)**

Times 9.30am – 5pm

Location: Millgate unless stated

Tutor Lee Holgate

Tuesday 26th July – Friday 29th July 2011 inclusive
Tuesday 11th October – Friday 14th October 2011 inclusive
Tuesday 7th February – Friday 10th February 2012 inclusive – Anglesey Arms

The ABCQ cellar management course runs on the following days, and can be
booked separately:

Friday 29th July 2011
Friday 14th October
Friday 10th February 2011 – Anglesey Arms



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NLP FOR BUSINESS SUCCESS **(NEW COURSE)**

NLP has been described as a 'science of excellence', derived from the study or 'modelling' of how successful or outstanding people in different fields obtain their results. These skills can be learned by anyone to improve their effectiveness both personally and professionally.

Times 9.30am – 16.00pm

Location: Millgate

Tutor Lee Holgate

Tuesday 7th June 2011

First Aid – Appointed Persons Certificate

Times 9.30am – 5.00pm Prompt

Location: - Millgate unless stated

26th May 2011 - Boathouse

17th August 2011

16th November 2011 – Belmore Hotel

15th February 2011

Tutor Michelle Lyons

MANAGER'S WORKSHOPS (NEW COURSES) **– these workshops will all follow on from the** **monthly manager's meetings:**

Motivating and leading your team - Tuesday 2nd August 2011 – Lancashire Fold

Report Writing – Wednesday 19th October 2011 - Belmore

Time Management – Tuesday 17th January 2012 - Millgate

Appraisal Skills – Thursday 8th March 2012 – Lancashire Fold



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Times 13.00am – 17.00pm

EMPLOYMENT LAW - To help you manage appropriate employment and operational procedures to ensure staff are managed effectively within current legislation, including effective recruitment and selection, and fair treatment during employment.

Times 9.30am – 16.30pm

Location: - Belmore

Wednesday 13th July 2011

Wednesday 20th July 2011

E-Learning Courses.

Here at JW Lees a selection of E-Learning courses are available to all employees, these are :-

Food Hygiene,
Health & Safety
Manual Handling
Fire Marshal
Drugs Awareness
Equality & Diversity
Age Verification
Award in Under Age Sales Prevention
Disability Discrimination

If you work within a JW Lees Managed House, please speak to your manager who can provide you with a password which will allow you access to the courses.

If you are a tenant and you wish to purchase any of the E-Learning courses please contact Amanda direct.



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J.W. Lees **Course Cancellation Policy**

J.W. Lees reserves the right to cancel the course, for example due to under subscription. In such circumstances you will be given as much notice as possible and a transfer to another suitable course should the delegate request so. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Cancellations

- More than 28 working days before the course, no charge will be made
- 14-28 working days before the course, 50% of the fee will be deducted from the delegate's wages as per Employee Handbook.
- Less than 14 working days before the course, the whole fee will be deducted from the delegate's wages as per Employee Handbook.
- All cancellations requested verbally must be confirmed in writing, fax or email
- Substitutions may be made at any stage at no cost

Where there are exceptional circumstances then the cancellation fee may be waived, the final decision will be made by the Area Manager and the Human Resources Manager.



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Price List 2011 / 2012

Cellar Management	£100+VAT
E learning Package all 3 courses	£20 +VAT For a limited period only
N C P L H	£110+VAT
Certificate in Licensed Retail	£300 + VAT
First Aid	£50 + VAT
Intermediate Food Hygiene	£200 + VAT
Workshops and Bespoke courses	Prices to be agreed.



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