

JW Lees

Training Diary

April 2009 – April 2010

To book a place on any of the courses, call Vikkilee Sunderland on Tel: 0161 345 4494, alternatively email her on vikkilee.sunderland@jwlees.co.uk

National Certificate for Personal Licence Holders

Times 9.30am – 5pm

Location: Brewery, Knox Cottage

Tutor Lee Holgate

Tuesday 14th April 09

Tuesday 5th May 09

Monday 15th June 09

Tuesday 14th July 09 **

Tuesday 5th August 09

Monday 10th August 09

Tuesday 8th September 09

Monday 5th October 09

Tuesday 3rd November 09

Tuesday 12th January 10

Monday 1st February 10

Wednesday 10th March 10

** Millgate

J W Lees Licensed Retail Course

This is a course covering all aspects of licensed retail, including: - NCPLH, ABCQ

Times 9.30am – 5pm

Location: Brewery Knox Cottage * Millgate **

Tutor Lee Holgate

Monday 15th June – Friday 19th June 09 **

Monday 5th October – Friday 9th October 09 **

Monday 1st February – Friday 5th February 10 *



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CIEH Manual Handling & Lifting, also includes CIEH Ladder Training

Times 9.30am – 12.30pm

Location: - Brewery Knox Cottage * Millgate **

Tutor Lee Holgate

Tuesday 23rd June 09 **

Tuesday 19th January 10 *

CIEH Intermediate Food Hygiene

This is a three day training course, which is ideal for any supervisor working in a food environment, if you are a chef or manager who do not have this accreditation, give us a call and book on this course.

Times 9.00am – 4.30pm

Location: - Belmore

Tutor Lee Holgate

Tuesday 2nd June 09 – Thursday 4th June 09

First Aid – Appointed Persons Certificate

Times 9.00am – 1.00pm Prompt

Location: - Millgate

Tutor Malcolm Watson – First Aid Training Enterprise.

Wednesday 29th July 09

Monday 12th October 09

Wednesday 13th January 10

(Don't forget, this certificate will need up-dating every 3 years)

Nominated Fire Wardens Course

Times 9.30am – 3.30pm

Location: - Millgate

Tutor Dave Fanning – Mersey Fire

Thursday 13th August 09

Tuesday 9th February 10



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Grape Expectation

This course provides you with the knowledge and skills to sell wine. (Please be aware, Jwlees supports responsible drinking, it is advised that you do not drive to this course)
How can you sell wine if you don't know what it tastes like!

Times 4.00pm – 9.00pm

Location: - Rain Bar

Tutor Lee Holgate

Tuesday 18th August 09

BII Profitable Business Portfolio

The **BIIAB PBP** is a professional development programme for experienced licensed retailers and key staff who want to improve their skills. Consisting of 13 units and covering all aspects of running a licensed hospitality operation, the BIIAB Profitable Business Portfolio delivers real business benefits, key to running a successful business.

Marketing Your Business

Aims to help candidates establish a clearly defined and marketable vision for their business. By understanding how to apply a range of market research data and techniques, candidates will be able to identify potential customer groups and clearly define those customers' needs in order to create an appropriate offer for their business.

Times 9.30am – 5.00pm

Location: - Brewery Knox Cottage

Tutor Lee Holgate

Wednesday 15th July 09

Merchandising and Selling

Aims to help candidates promote their products and services to customers through appropriate selling and merchandising techniques. Using a range of recognised industry approaches, the unit aims to coach candidates through the development of an action plan which will help increase profit margins by manipulating the sales mix in order to influence customer choice.

Times 9.30am – 5.00pm

Location: - Millgate

Tuesday 15th September 09



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Profit & Loss

Profitable Business Portfolio (PBP) – Unit 1 – Profit & Loss and Budget Control

Profit & loss and budget control aims to de-mystify profit and loss accounting, and enable candidates to become more conversant with financial terminology, construct profit and loss budgets, and monitor performance. It will help candidates to plan and budget effectively, and improve management controls in order to increase profitability and improve their negotiating power with line managers, external clients and accountants.

Times 9.30am – 5.00pm

Location: Brewery Knox Cottage

Wednesday 25th November 09



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Price List 2009/10

Cellar Management	£100+VAT
Basic Food Hygiene	£50+VAT
Basic Health & Safety	£50+VAT
N C P L H	£110+VAT
Certificate in Licensed Retail	£300 + VAT
Manual Handling	£50+VAT
First Aid	£50 + VAT
Intermediate Food Hygiene	£200 + VAT
Fire Wardens	£50 + VAT
PBP Unit	£150 + VAT



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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 payable to JW Lees
- Less than 14 working days before the course, the whole fee will be payable to JW Lees
- 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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