



Training Calendar

July to December 2010

Why book an REC training course?

- REC courses are relevant and tailored to today's challenging recruitment market
- The REC conducts detailed research to provide you with the latest and most relevant training courses in the industry
- REC trainers are professionals with years of experience in the industry, helping you get results

**Recruitment &
Employment
Confederation**

Operational				
Course	Cost (Member Rates)	Month	Date	Region
Essential Skills for Permanent Consultants	£299	August	26	London
		September	15	Birmingham
		October	5	Leeds
		October	19	London
		December	7	Manchester
Essential Skills for Temporary Consultants	£299	July	6	Bristol
		September	21	London
		September	30	Leeds
		November	11	Birmingham
		November	16	London
		November	25	Manchester
Introduction to Recruitment	£495	July	7 & 8	Aberdeen
		July	20 & 21	London
		August	25 & 26	Manchester
		September	1 & 2	Bristol
		September	29 & 30	London
		October	27 & 28	Birmingham
		November	2 & 3	Glasgow
		November	23 & 24	London
		December	8 & 9	Leeds
		Start Up Your Own Agency	£985	July
September	20,21 & 22			London
October	11, 12 & 13			Birmingham
October	27, 28 & 29			London
November	15, 16 & 17			Manchester
November/December	29, 30 & 1			London
Successful Interviewing	£299			July
		July	22	London
		September	2	Birmingham
		September	28	London
		October	6	Bristol
		October	7	Manchester
		October	26	Edinburgh
		November	9	London
		December	15	Leeds

IRP member discounts

Members of the Institute of Recruitment Professionals (IRP) also benefit from the membership rate. IRP membership starts from just £70.

Contact the REC today for more information by telephone on **020 7008 2188** or by email irp@rec-irp.uk.com.

Please note: Prices are exclusive of VAT

Management				
Course	Cost (Member Rates)	Month	Date	Region
The New Manager	£535	August	3 & 4	London
		September	15 & 16	Bristol
		October	12 & 13	Aberdeen
		November	2 & 3	London
		November	17 & 18	Leeds
		November/December	30 & 1	Birmingham
Management Development Programme	£535	July	28 & 29	Birmingham
		September	8 & 9	London
		October	26 & 27	Manchester
		December	7 & 8	London

Get up to 20% off your next course

Once you've attended one of the REC's training courses you're automatically entitled to a massive 20% saving on future courses – so ensure you take advantage.*

*Please see terms and conditions on the back page of this leaflet for more information

Sales				
Course	Cost (Member Rates)	Month	Date	Region
Negotiate and Close the Sale	£299	August	31	London
		November	9	Manchester
		December	2	London
Proactive Business Development	£299	August	4	London
		September	9	Bristol
		September	16	Manchester
		September	22	London
		October	14	Glasgow
		November	16	Leeds
		November	18	London
		December	7	Birmingham
Progressive Sales Techniques	£535	July	13 & 14	Birmingham
		September	28 & 29	London
		November	24 & 25	Leeds
Telephone Sales	£299	July	27	London
		August	3	Birmingham
		September	16	London
		September	23	Leeds
		September	30	Aberdeen
		October	12	London
		October	21	Manchester
		November	11	Bristol
		November	25	London
		December	2	Birmingham

Expert Business Advice from the REC

The REC's Business Support Unit (BSU) provides recruitment agencies and consultancies with a variety of one-to-one coaching services, such as fee earners performance coaching, or business mentoring sessions.

To discuss your business needs call our BSU team on **020 7009 2181**

Please note: VAT is exclusive of all prices within this calendar

Legal				
Course	Cost (Member Rates)	Month	Date	Region
Business Law for Recruiters - Employment Law for Staff and Temps	£299	July	7	Bristol
		August	26	Birmingham
		September	15	London
		December	2	Manchester
		December	9	London
Business Law for Recruiters - Supplying Ltd Company Contractors (Half day)	£175	July	15	London
		November	25	London
Business Law for Recruiters - The Basics	£299	July	30	London
		September	22	London
		October	13	Birmingham
		October	29	London
		November	17	Manchester
		December	1	London

In-Company Training

REC training can be delivered at your office or venue of choice. Not only is In-Company training convenient, it can be a very cost effective option where a number of staff require training.

By choosing the REC you can be assured that our trainers will work with you to meet the exact learning needs of your team and help them reach business objectives.

In-company training is great for:

1. Delivering bespoke training for your business
2. Spending less time away from the office travelling and more time learning
3. Keeping travelling costs associated with training to a minimum
4. Saving time on organising training – the REC does it for you!

For further information about In-Company training from the REC call us on **020 7009 2188**



▶ How to book

Call us on **020 7009 2188**

Email us at trainingandevents@rec.uk.com

Download your booking form: www.rec.uk.com/training

Fax your completed booking form to **01483 714979**

Or post the completed booking form with payment to:

REC Professional Development

4th Floor

Albion House

Chertsey Road

Woking

GU21 6BT

▶ Terms and Conditions

For full terms and conditions please see our website www.rec.uk.com. In order for your booking to be processed, full payment must be received with the booking form.

Training Discount Terms and Conditions

- Applicable to one/two day Open Training courses only.
- Not applicable to Qualifications.

Save 20% by booking more than one person on a course

- Second and subsequent delegate bookings attract a 20% saving.*
- As per above, plus second and subsequent delegates must be booked onto the same course/same date/same location.

*Exceptions apply please call the REC for full details.

Get Qualified!

"Research shows that qualifications significantly improve people's earning potential. Today, over a third of recruiters hold a degree and more and more recruiters are investing in recognised industry qualifications that will help fast-track their career in an increasingly competitive environment."

Roger Tweedy, Director of Research, REC

The REC offers a wide choice of recruitment specific qualifications such as the Certificate and Diploma in Recruitment Practice. Find out more by calling us on **020 7009 2188**

The Recruitment and Employment Confederation (REC) is the professional body dedicated to representing the interests of the recruitment industry in Parliament, Whitehall, the European Commission and to press and opinion formers.

The REC represents 3,760 corporate members, with more than 8,000 branches, and 6,500 individual members within the Institute of Recruitment Professionals.

The REC is committed to raising standards and highlighting excellence throughout the recruitment industry.

Call us today on 020 7009 2188

or email us at myaccountmanager@rec.uk.com

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