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MANX PROFESSIONAL  
& EDUCATIONAL SERVICES



### Full day and half day

Course Title	Date	Time	Price (ex VAT)
Assertiveness skills	16 February	9.00-12.00	£80.00
Effective management skills	3 March	9.00-16.00	£160.00

### \*Lunch & learn sessions—lunch included

Course Title	Date	Time	Price (ex VAT)
Conduct Effective Performance Reviews*	9 February	12.00-13.00	£50.00
Giving honest feedback*	15 February	12.00-13.00	£50.00



## Gill Leece - MCIPD

A Chartered Member of the Chartered Institute of Personnel and Development (CIPD), Gill has over twenty years' experience designing and delivering training programmes in the finance sector.

An experienced manager, and a qualified trainer, Gill has worked across a number of offshore jurisdictions, delivering a wide range of training, specialising in management, sales and service.

She is also an experienced risk manager and holds the ICA Specialist Certificate in Conduct Risk. Gill enjoys using her experience in management and training to help managers and teams – as well as delivering training programmes, she also coaches and mentors managers to help them develop their skills in the workplace.

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For more details contact MPES on 668101  
or [enquiries@mpes.co.uk](mailto:enquiries@mpes.co.uk)  
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<b>Attendee Details</b>		<b>Company Details (If company sponsoring )</b>	
<b>Mr/Mrs/Ms/Miss (Other)</b>		<b>Company Name</b>	
<b>Name</b>		<b>Name of Contact</b>	
<b>Address</b>		<b>Company Address</b>	
<b>Daytime Tel No.</b>			
<b>Mobile No.</b>		<b>Contact Work Tel No</b>	
<b>Personal E-mail Address</b>		<b>Contact email</b>	
<b>Work E-mail Address</b>		<b><u>AUTHORISATION</u> Signature Position in Company</b>	

<b>Name of Course(s)</b>	<b>Date of Course(s)</b>

**Please return this form to:**

Manx Professional & Educational  
Services Limited  
41-45 Duke Street  
Douglas, Isle of Man, IM1 2AU

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