

# BUSINESS, FINANCE & MANAGEMENT



For the future you want

**Edinburgh College offers an extensive range of accredited qualifications delivered by our team of dedicated staff. Our professional qualifications are accredited by CIM, CMI, CIPD, Sage, AAT and ILM.**

Our professional accredited programmes meet continuous professional development (CPD) needs and are approved by leading professional awarding bodies, enabling us to support both individual and organisational requirements.

Professional training is typically delivered on a short, part-time or evening basis with flexible study options to fit around your work commitments or lifestyle.

Our areas of expertise include:

- Management & Leadership
- Human Resources
- Marketing
- Finance & Accounting
- Project Management.

## CUSTOMISED TRAINING

Although we provide business courses we also create customised training programmes tailored to business requirements. Please contact us if you wish to discuss creating a tailored training programme for your employees.

**Customised Training includes:**

- Train the Trainer
- Managing People & Teams
- Being a Leader
- Influencing Skills
- Negotiation Skills
- Customer Service
- Conflict Resolution
- Time Management
- Project Management

### Contact Us:

[edinburghcollege.ac.uk/training](http://edinburghcollege.ac.uk/training) | [enterprise@edinburghcollege.ac.uk](mailto:enterprise@edinburghcollege.ac.uk) | 0131 297 9000

Edinburgh College Training & Development

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Scheduled Course Title	Mode of Attendance	Dates Available	Duration	Location
CMI Award in Management & Leadership	Evening	September	8 Weeks	Sighthill
CMI Certificate in Management & Leadership	Evening	September	15 Weeks	Sighthill
CMI Diploma in Management & Leadership	Evening	September	9 Months	Sighthill
CMI Award in Strategic Management & Leadership	Evening or Part-time	September	8 Weeks	Sighthill
CMI Certificate in Strategic Management & Leadership	Evening or Part-time	September	15 Weeks	Sighthill
CMI Diploma in Strategic Management & Leadership	Evening or Part-time	September	9 Months	Sighthill
CIPD Foundation Certificate in Learning and Development	Evening	September	9 Months	Sighthill
CIPD Intermediate Certificate in Learning and Development	Evening or Part-time	September	10 Months	Sighthill
CIPD Foundation Diploma in Learning and Development	Evening	September	9 Months	Sighthill
CIPD Intermediate Diploma in Human Resource Management	Evening or Part-time	September	10 Months	Sighthill
CIM Certificate in Professional Marketing	Evening	September	10 Months	Sighthill
CIM Diploma in Professional Marketing	Evening	September	10 Months	Sighthill
AAT Accounting Foundation Certificate	Day Release or Open Learning	September	1 Year	Sighthill
AAT Diploma in Accounting	Day Release or Open Learning	September	1 Year	Sighthill
AAT Diploma in Accounting	Day Release or Open Learning	September	1 Year	Sighthill
SAGE Accounting: Line 50	Evening	September	18 Weeks	Sighthill
SAGE Payroll	Evening	September	10 Weeks	Sighthill

Please check our website for more details.

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