

# Personal Development Timetable 2024 at Pitman Training Aberdeen

**Classroom training:** delivered face to face with a tutor in our Aberdeen training centre, running throughout 2024.

Course Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assertiveness		16			10			02			01	
Better Business Writing			08			14			06			06
Communication Skills		23			24			23			15	
Conflict Management	12			05			05			11		
Meetings & Minutes		16			10			02			29	
Presentation Skills			22			21			20			13
Professional Receptionist			08			14			06			06
Report Writing	26			19			19			18		
Telephone Techniques		23			24			23			01	
Time Management		16			10			02			15	