

Scheduled Courses	Location	Dates	Time	Cost (Members)	Cost (Non-Members)
<b>Leadership and Management</b>					
Managing People in the Team	Worcester	14 <sup>th</sup> May 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing Performance in the Team	Worcester	10 <sup>th</sup> June 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Train the Trainer	Virtual	9 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Role of the Team Leader	Worcester	15 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Steps to Net Zero	Worcester	17 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing People in the Team	Virtual	6 <sup>th</sup> August 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Introduction to Project Management	Virtual	20 <sup>th</sup> August 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Conducting Effective Team Appraisals	Worcester	10 <sup>th</sup> September 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing Performance in the Team	Virtual	1 <sup>st</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing Conflict in the Workplace	Worcester	22 <sup>nd</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing People in the Team	Worcester	4 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Role of the Team Leader	Virtual	18 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Train the Trainer	Worcester	7 <sup>th</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing People in the Team- Funded by UKSPF	Hereford	9 <sup>th</sup> January 2026	9.00 – 16.00	£87.50 + VAT	£110 + VAT
Steps to Net Zero	Worcester	21 <sup>st</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing Performance in the Team	Worcester	4 <sup>th</sup> February 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing People in the Team	Virtual	3 <sup>rd</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Introduction to Project Management	Worcester	10 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Role of the Team Leader	Worcester	17 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
<b>Developing People</b>					
Assertiveness and Confidence	Virtual	14 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Effective Time Management	Worcester	24 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Assertiveness and Confidence	Worcester	14 <sup>th</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Assertiveness and Confidence	Virtual	27 <sup>th</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Effective Time Management	Virtual	17 <sup>th</sup> February 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Assertiveness and Confidence - Funded by UKSPF	Hereford	20 <sup>th</sup> February 2026	9.00 – 16.00	£87.50 + VAT	£110 + VAT
Assertiveness and Confidence	Worcester	31 <sup>st</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
<b>Sales &amp; Customer Service</b>					
Delivering Exceptional Customer Service	Virtual	1 <sup>st</sup> April 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Using the Telephone and Virtual Platforms in Selling	Virtual	6 <sup>th</sup> May 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Professional Telephone Techniques	Worcester	18 <sup>th</sup> June 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Communicating for Success	Worcester	26 <sup>th</sup> June 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Delivering Exceptional Customer Service	Virtual	16 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Sales Techniques to Close the Deal	Virtual	22 <sup>nd</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Communicating for Success - Funded by UKSPF	Hereford	19 <sup>th</sup> November 2025	9.00 – 16.00	£87.50 + VAT	£110 + VAT
Communicating for Success	Virtual	3 <sup>rd</sup> December 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Delivering Exceptional Customer Service	Worcester	4 <sup>th</sup> December 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Using the Telephone and Virtual Platforms in Selling	Worcester	10 <sup>th</sup> December 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Professional Telephone Techniques	Virtual	14 <sup>th</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Sales Techniques to Close the Deal	Worcester	10 <sup>th</sup> February 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Using the Telephone and Virtual Platforms in Selling	Virtual	11 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Communicating for Success	Worcester	26 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
<b>Information Technology</b>					
Introduction to Microsoft Excel	Worcester	8 <sup>th</sup> April 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Worcester	20 <sup>th</sup> May 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Introduction to Microsoft Excel	Virtual	4 <sup>th</sup> June 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Virtual	2 <sup>nd</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Advanced Microsoft Excel	Worcester	29 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Excel Masterclass	Worcester	5 <sup>th</sup> August 2025	9.00 – 15.45	£210 + VAT	£260 + VAT
Introduction to Microsoft Excel	Worcester	28 <sup>th</sup> August 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Worcester	10 <sup>th</sup> September 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Introduction to Microsoft Excel	Virtual	8 <sup>th</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Virtual	12 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Worcester	20 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Advanced Microsoft Excel	Worcester	25 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Introduction to Microsoft Excel	Worcester	16 <sup>th</sup> December 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Intermediate Microsoft Excel	Worcester	8 <sup>th</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
How to use Microsoft Teams Effectively	Worcester	22 <sup>nd</sup> January 2026	9.00 – 12.30	£95 + VAT	£115 + VAT
Excel Masterclass	Worcester	3 <sup>rd</sup> February 2026	9.00 – 15.45	£210 + VAT	£260 + VAT
Introduction to Microsoft Excel	Virtual	25 <sup>th</sup> February 2026	9.00 – 16.00	£175 + VAT	£220 + VAT

For more information and bookings contact:

**01905 673 600**

**training@hwchamber.co.uk**

**www.hwchamber.co.uk**

Intermediate to Microsoft Excel	Virtual	5 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Advanced Microsoft Excel	Worcester	24 <sup>th</sup> March 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
<b>HR, Health &amp; Safety, Legislation and Regulation</b>					
Managing Neurodivergent Employees	Worcester	7 <sup>th</sup> May 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Fire Marshal Training	Worcester	15 <sup>th</sup> May 2025	9.00 – 16.00	£95 + VAT	£115 + VAT
Sexual Harassment Training	Worcester	15 <sup>th</sup> May 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
IOSH Managing Safely® (4 day)	Worcester	20 <sup>th</sup> - 23 <sup>rd</sup> May 2025	9.00 – 16.00	£495 + VAT	£595 + VAT
Internal Auditor Training	Worcester	5 <sup>th</sup> June 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Employment Law Update	Worcester	17 <sup>th</sup> June 2025	10.00 – 15.00	£175 + VAT	£220 + VAT
HR for the Non-HR Manager	Worcester	10 <sup>th</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
IOSH Managing Safely® Refresher (1day) - NEW	Worcester	23 <sup>rd</sup> July 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
IOSH Working Safely®	Worcester	27 <sup>th</sup> August 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Emergency First Aid at Work	Worcester	12 <sup>th</sup> August 2025	9.00 – 16.30	£95 + VAT	£115 + VAT
Mental Health First Aid (1 day) Champions	Worcester	9 <sup>th</sup> September 2025	9.00 – 16.00	£210 + VAT	£260 + VAT
Fire Marshal Training	Worcester	9 <sup>th</sup> September 2025	9.00 – 16.00	£95 + VAT	£115 + VAT
IOSH Managing Safely® (4 day)	Worcester	16 <sup>th</sup> -19 <sup>th</sup> September 2025	9.00 – 16.00	£495 + VAT	£595 + VAT
Employment Law Update	Worcester	7 <sup>th</sup> October 2025	10.00 – 15.00	£175 + VAT	£220 + VAT
IOSH Working Safely®	Worcester	21 <sup>st</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Managing Neurodivergent Employees	Worcester	6 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Sexual Harassment Training	Worcester	11 <sup>th</sup> November 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
Internal Auditor Training	Worcester	20 <sup>th</sup> November 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
HR for the Non-HR Manager	Worcester	3 <sup>rd</sup> December 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Mental Health First Aid (2 day)	Worcester	9 <sup>th</sup> -10 <sup>th</sup> December 2025	9.00 – 16.00	£325 + VAT	£375 + VAT
Emergency First Aid at Work	Worcester	15 <sup>th</sup> January 2026	9.00 – 16.30	£95 + VAT	£115 + VAT
IOSH Working Safely®	Worcester	15 <sup>th</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Fire Marshal Training	Worcester	5 <sup>th</sup> February 2026	9.00 – 16.00	£95 + VAT	£115 + VAT
Managing Neurodivergent Employees	Worcester	22 <sup>nd</sup> January 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
IOSH Managing Safely® (4 day)	Worcester	10 <sup>th</sup> -13 <sup>th</sup> February 2026	9.00 – 16.00	£495 + VAT	£595 + VAT
IOSH Managing Safely® Refresher (1day) - NEW	Worcester	19 <sup>th</sup> February 2026	9.00 – 16.00	£175 + VAT	£220 + VAT
Employment Law Update	Worcester	24 <sup>th</sup> February 2026	10.00 – 15.00	£175 + VAT	£220 + VAT
<b>Digital Marketing and PR</b>					
An Introduction to Digital Marketing and PR	Virtual	8 <sup>th</sup> April 2025	9.00 – 11.00	FREE	£115 + VAT
Canva	Virtual	22 <sup>nd</sup> April 2025	9.00 – 12.30	£95+VAT	£115 + VAT
Using AI for Businesses	Worcester	29 <sup>th</sup> April 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Mailchimp & Email Marketing	Virtual	29 <sup>th</sup> April 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
An Introduction to Digital Marketing and PR	Virtual	17 <sup>th</sup> June 2025	9.00 – 11.00	FREE	£115 + VAT
Search Engine Optimisation	Virtual	24 <sup>th</sup> June 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
An Introduction to Digital Marketing and PR	Virtual	12 <sup>th</sup> August 2025	9.00 – 11.00	FREE	£115 + VAT
Google Analytics 4 - GA4 Workshop	Virtual	8 <sup>th</sup> July 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
Google Analytics 4 - GA4 Workshop	Virtual	2 <sup>nd</sup> September 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
Canva	Virtual	16 <sup>th</sup> September 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
An Introduction to Digital Marketing and PR	Virtual	7 <sup>th</sup> October 2025	9.00 – 11.00	FREE	£115 + VAT
Using AI for Businesses	Worcester	15 <sup>th</sup> October 2025	9.00 – 16.00	£175 + VAT	£220 + VAT
Mailchimp & Email Marketing	Virtual	4 <sup>th</sup> November 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
Using AI for Businesses - Funded by UKSPF	Hereford	2 <sup>nd</sup> December 2025	9.00 – 16.00	£87.50 + VAT	£110 + VAT
An Introduction to Digital Marketing and PR	Virtual	2 <sup>nd</sup> December 2025	9.00 – 11.00	FREE	£115 + VAT
Google Analytics 4 - GA4 Workshop	Virtual	9 <sup>th</sup> December 2025	9.00 – 12.30	£95 + VAT	£115 + VAT
Mailchimp & Email Marketing	Virtual	13 <sup>th</sup> January 2026	9.00 – 12.30	£95 + VAT	£115 + VAT
Search Engine Optimisation	Virtual	20 <sup>th</sup> January 2026	9.00 – 12.30	£95 + VAT	£115 + VAT
Canva	Virtual	17 <sup>th</sup> February 2026	9.00 – 12.30	£95 + VAT	£115 + VAT
An Introduction to Digital Marketing and PR	Virtual	24 <sup>th</sup> February 2026	9.00 – 11.00	FREE	£115 + VAT

Virtual training will state the platform for delivery on website.  
All other courses will be delivered at our Worcester office.

The Chamber Business Training department is proud to offer all our public training courses as bespoke days for in-house training to both Members and Non-members.  
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Please note, course dates and venues maybe subject to change, please visit our website for the latest information.

For more information and bookings contact:

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