## **OCTOBER COURSES**



VAT				
VAT for Private Schools6-hour course   £369 +VAT	Live online 07 & 08 October PM			
The Essentials of UK VAT6-hour course   £369 +VAT	Live online 08 & 09 October AM Manchester 15 October			
Recovering Input VAT – Getting It Right 3.25-hour course   £289 +VAT	Live online 10 October AM			
UK VAT and International Trade 6-hour course   £369 +VAT	London 10 October			
The Essentials of Corporation Tax   6-hour course £369 +VAT	Live online 16 & 17 October AM Manchester 22 October			
VAT on Land, Property and Construction 6-hour course   £369 +VAT	London 22 October			
The VAT Update3-hour course   £289 +VAT	Live online 24 October PM			
CUSTOMS & INTERNATIONAL TRADE				
Import & Export Customs Procedures 6-hour course   £369 +VAT	London 15 October			
PAYROLL & HR				
The Essentials of Payroll Processing6-hour course   £369 +VAT	Live online 09 & 10 October PM			
Preparing for Mandatory Payrolling of Benefits 3-hour course   £289 +VAT	<b>Live online</b> 22 October AM (FULL) <b>Live online</b> 29 October AM (FULL)			
CHARITIES				
Charities – The Role of the Secretary6-hour course£349 +VAT	Live online 23 & 24 October AM			

## Did you know all our courses can be presented in-house?

If there are a number of people within your organisation who require training, it could be more cost effective and convenient for our expert to come to you.

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## **OCTOBER COURSES**



MANAGEMENT & LEADERSHIP				
<b>Budgeting, Cost Control ar</b> 6-hour course   £369 +VAT	nd Forecasting	Live on	line 02 & 03 October AM	
The Role of a Company Secretary		Live online 02 & 03 October PM		
6-hour course £369 +VAT The Role of a Company Director 6-hour course £399 +VAT		Live online 22 & 23 October PM		
Finance for Non-Financial Managers   6-hour course   £369 +VAT		London 23 October		
DATA PROTECTION				
The GDPR Update 3-hour course   £289 +VAT			Live online 16 October PM	
Data Protection for Marketing 3-hour course   £289 +VAT		Live online 17 October PM		
FINANCE				
Credit Control – The Essen 6-hour course   £369 +VAT	course   £369 +VAT		London 24 October	
"Kevin is very pleasant and very clear with his presentation. You can tell he knows what he is talking about. The venue is immaculate with nice food and kind staff." <i>Accounts Assistant</i> <i>attended</i> <i>The Essentials of</i> <i>UK VAT</i>	"Really informative clear delivery that perfect for my curren of knowledge. I love Q&A sections to h reinforce what we learnt. <i>Contracts Manage</i> <i>attended</i> <i>Commercial Contract</i> <i>A Practical Guide</i>	was It level d the elp had er	"One of the best presenters I have listened to - so interesting to hear David talk on the forthcoming changes. Thanks." Head of Legal attended Companies House Reforms	
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