

**Agility People Services Limited**  
SHORT TRAINING COURSES OR STAND-ALONE TRAINING  
COURSES



Agility People Services Ltd., (Agility)  
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Web Address: <https://www.agility.uk.com/>

Fees list and rates 2023-2024  
Subject to Agility's Terms and agreements

*Developing your  
business*

## Agility People Services (Agility)

### Short training courses or Stand-alone training Courses: Level 1-6

Code:	Course Title:	Classroom Hours:	Guided hours:	Levels:	Fee per learner:
A.	Short training courses or Standalone training courses:	4	3	1 - 6	£ 49.00
A1	Acts and Legislation	4	3	1 - 6	£ 49.00
A2	Administration	4	3	1 - 3	£ 49.00
A3	Aiming High part of Confidence Building	4	3	1 - 6	£ 49.00
A4	Appraisals and Reviews	4	3	1 - 6	£ 49.00
A5	Assertiveness part of Confidence Building	4	3	1 - 3	£ 49.00
A6	Assessing Performance	4	3	1 - 6	£ 49.00
A7	Benchmarks	4	3	1 - 6	£ 49.00
A8	Brand	4	3	1 - 6	£ 49.00
A9	Business	4	3	1 - 6	£ 49.00
A10	Career Development	4	3	1 - 6	£ 49.00
A11	Change	4	3	1 - 6	£ 49.00
A12	Coaching	4	3	1 - 6	£ 49.00
A13	Code of Conduct at work	4	3	1 - 6	£ 49.00
A14	Collaboration and Cooperation	4	3	1 - 6	£ 49.00
A15	Communication	4	3	1 - 6	£ 49.00
A16	Complaints and Problems	4	3	1 - 6	£ 49.00
A17	Conflict	4	3	1 - 6	£ 49.00
A18	Continuous Professional Development	4	3	1 - 6	£ 49.00
A19	Creativity and Innovation	4	3	1 - 6	£ 49.00
A20	Critical thinking	4	3	1 - 6	£ 49.00
A21	Culture	4	3	1 - 6	£ 49.00
A22	Customer Service	4	3	1 - 3	£ 49.00
A23	Customer Service Terminology	4	3	1 - 6	£ 49.00
A24	Data Protection	4	3	1 - 6	£ 49.00
A25	Decision Making	4	3	1 - 6	£ 49.00
A26	Delegation	4	3	1 - 6	£ 49.00
A27	Desk top management -Word Processing	4	3	1 - 3	£ 49.00
A28	Discipline and Grievances	4	3	1 - 6	£ 49.00

# Agility People Services (Agility)

## Short training courses or Stand-alone training Courses: Level 1-6

Code:	Course Title:	Classroom Hours:	Guided hours:	Levels:	Fee per learner:
A29	Emotional Intelligence	4	3	1 - 6	£ 49.00
A30	Equal Opportunities, Diversity & Inclusion	4	3	1 - 6	£ 49.00
A31	Essential Skills	4	3	1 - 6	£ 49.00
A32	Excel	4	3	1 - 3	£ 49.00
A33	Flexibility & Adaptability	4	3	1 - 6	£ 49.00
A34	Health and Safety	4	3	1 - 6	£ 49.00
A35	Inductions for work	4	3	1 - 6	£ 49.00
A36	IT Management of your area	4	3	1 - 3	£ 49.00
A37	Leadership	4	3	1 - 6	£ 49.00
A38	Management	4	3	1 - 6	£ 49.00
A39	Managing People	4	3	1 - 6	£ 49.00
A40	Managing Performances	4	3	1 - 6	£ 49.00
A41	Marketing and Sales	4	3	1 - 6	£ 49.00
A42	Motivation	4	3	1 - 6	£ 49.00
A43	Negotiation Skills	4	3	1 - 3	£ 49.00
A44	Networking	4	3	1 - 6	£ 49.00
A45	Performances	4	3	1 - 6	£ 49.00
A46	Professional Emails	4	3	1 - 3	£ 49.00
A47	Power Point	4	3	1 - 3	£ 49.00
A48	Presentations	4	3	1 - 3	£ 49.00
A49	Prevent	4	3	1 - 2	£ 49.00
A50	Problem Solving	4	3	1 - 6	£ 49.00
A51	Project work	4	3	1 - 6	£ 49.00
A52	Recruitment and Selection	4	3	1 - 3	£ 49.00
A53	Report writing	4	3	1 - 3	£ 49.00
A54	Risk Assessments	4	3	1 - 6	£ 49.00
A55	Safeguarding	4	3	1 - 3	£ 49.00
A56	Sales SMART CALLS	4	3	1 - 6	£ 49.00
A57	SMART	4	3	1 - 3	£ 49.00
A58	Strategy	4	3	1 - 3	£ 49.00
A59	Stress Management part of Wellbeing	4	3	1 - 3	£ 49.00
A60	Telephone Skills	4	3	1 - 3	£ 49.00
A61	Telephone and call centre training	4	3	1 - 3	£ 49.00
A62	Time Management	4	3	1 - 5	£ 49.00
A63	Training and development	4	3	1 - 3	£ 49.00
A64	Understanding Employers Organisation	4	3	1 - 6	£ 49.00

A65	Wellbeing	4	3	1 - 3	£ 49.00
A66	Word	4	3	1 - 3	£ 49.00
A67	Wellbeing	4	3	1 - 3	£ 49.00