

Amethyst Learndirect Business eCourses - www.amethyst.co.uk

Amethyst Learndirect, The Training Centre, Goliath Road, Hermitage Ind Est, Coalville Leicestershire, LE67 3FT, Telephone - 01530 812 555

Amethyst Learndirect, Unit 1a, First Floor, The Rutland Centre, 56 Halford Street, Leicester, LE1 1TQ , Telephone - 0116 287 2053

Amethyst Learndirect, Unit 2 Karlsruhe House, 18 Queens Bridge Road, Nottingham, NG2 1NB, Telephone - 0115 986 3446

Primary Category	Sub Category	Course Title	Course Code	Course Type	Price inc. VAT
Computers & Software	Microsoft Office - Access	Access 2000	103083BT012	Online	£34.49
Computers & Software	Microsoft Office - Access	Access 2003	103083BT006	Online	£34.49
Computers & Software	Microsoft Office - Access	Access XP	103083BT001	Online	£34.49
Computers & Software	Microsoft Office - Excel	Excel 2000	103083BT013	Online	£34.49
Computers & Software	Microsoft Office - Excel	Excel 2003	103083BT007	Online	£45.99
Computers & Software	Microsoft Office - Excel	Excel 2007 Intermediate	103083BT026	Online	£34.49
Computers & Software	Microsoft Office - Excel	Excel 2007 Introductory	103083BT025	Online	£34.49
Computers & Software	Microsoft Office - Excel	Excel XP	103083BT002	Online	£45.99
Computers & Software	Microsoft Office - Outlook	Outlook 2000	103083BT015	Online	£34.49
Computers & Software	Microsoft Office - Outlook	Outlook 2003	103083BT009	Online	£34.49
Computers & Software	Microsoft Office - Outlook	Outlook 2007 Intermediate	103083BT028	Online	£34.49
Computers & Software	Microsoft Office - Outlook	Outlook 2007 Introductory	103083BT027	Online	£34.49

Computers & Software	Microsoft Office - Outlook	Outlook XP	103083BT003	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	PowerPoint 2000	103083BT016	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	PowerPoint 2003	103083BT010	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	PowerPoint 2007 Intermediate	103083BT030	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	PowerPoint 2007 Introductory	103083BT029	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	PowerPoint XP	103083BT004	Online	£34.49
Computers & Software	Microsoft Office - PowerPoint	Project 2000	103083BT021	Online	£45.99
Computers & Software	Microsoft Office - Word	Word 2000	103083BT017	Online	£34.49
Computers & Software	Microsoft Office - Word	Word 2003	103083BT011	Online	£34.49
Computers & Software	Microsoft Office - Word	Word 2007 Intermediate	103083BT032	Online	£34.49
Computers & Software	Microsoft Office - Word	Word 2007 Introductory	103083BT031	Online	£34.49
Computers & Software	Microsoft Office - Word	Word XP	103083BT005	Online	£34.49
Computers & Software	Miscellaneous	IT Applications	100594BT016	Online	£34.49
Computers & Software	Miscellaneous	The Keyboard A-Z (KAZ)	100374BT001	Online	£20.13
Computers & Software	Professional IT	UNIX Systems	104266BT007	Online	£57.50
Computers & Software	Professional IT	Windows Server 2003 Administration MCSA/MCSE 70-290	104266BT008	Online	£57.50

Computers & Software	Professional IT	Windows XP Professional MCSE 70-270	104266BT009	Online	£57.50
Computers & Software	Professional IT - Cisco	Cisco CCNA 640-802	104266BT005	Online	£57.50
Computers & Software	Professional IT - CompTIA	CompTIA A+ Depot Technician 220-604	104266BT002	Online	£57.50
Computers & Software	Professional IT - CompTIA	CompTIA A+ Essentials 220-601	104266BT001	Online	£57.50
Computers & Software	Professional IT - CompTIA	CompTIA A+ IT Technician 220-602	104266BT003	Online	£57.50
Computers & Software	Professional IT - CompTIA	CompTIA A+ Remote Support Technician 220-603	104266BT004	Online	£57.50
Computers & Software	Web Development	Frontpage 2000	103083BT014	Online	£34.49
Computers & Software	Web Development	Web Publishing and Design with HTML 4.01 and XHTML	104266BT010	Online	£57.50
Computers & Software	Web Development	XML	104266BT011	Online	£57.50
Customer Service		An Inside Job: Meeting Internal Customer Needs	104198BT023	Online	£40.24
Customer Service		Complaints and quality management	104198BT031	Online	£40.24
Customer Service		Demanding customers	104198BT006	Online	£40.24
Customer Service		If Looks Could Kill: Controlling Your Behaviour	104198BT056	Online	£40.24
Customer Service		No complaints? : complaint handling	104198BT029	Online	£40.24
Customer Service		On the receiving end: call centre skills	104198BT024	Online	£40.24
Customer Service		Steps to Success - Professional Customer Service Skills	100733BT001	Online	£80.49

Customer Service		Telephone behaviour	104198BT011	Online	£40.24
Customer Service		Understanding Customers	100594BT006	Online	£45.99
Customer Service		Who sold you this, then?: after sales service	104198BT028	Online	£40.24
eCommerce		Building blocks for eBusiness	104119BT001	Online	£34.49
eCommerce		eMarketing	104120BT001	Online	£28.74
eCommerce		Legalities of online business	104121BT001	Online	£28.74
Employment Law		Age Awareness	104068BT001	Online	£25.86
Employment Law		Challenging Behaviour	104207BT001	Online	£34.49
Employment Law		Disability Confident	104207BT002	Online	£34.49
Employment Law		Diversity Challenge	104207BT003	Online	£34.49
Employment Law		Employment Law 2006	100864BT001	Online	£45.99
Employment Law		Ex-Offenders Legislation	103080BT009	Online	£34.49
Employment Law		Flexible Working	103080BT004	Online	£34.49
Employment Law		Gender Matters	104207BT004	Online	£34.49
Employment Law		Religion and Belief	104207BT005	Online	£34.49
Employment Law		Sexual Orientation	104207BT006	Online	£34.49

Financial Management		Cash Accounting for the Small Rural Business	100558BT001	Online	£80.49
Financial Management		Cost-Benefit Analysis	100594BT038	Online	£45.99
Financial Management		Financial Environment	100594BT004	Online	£45.99
Financial Management		Staying Afloat - A Guide To Cash Flow	100881BT001	CD	£28.74
Financial management		The balance sheet barrier: finance for non financial managers	104198BT015	Online	£40.24
Financial Management		Understanding Accounts	104276BT001	Online	£34.49
Financial Management		Working to a Budget	100594BT013	Online	£45.99
Growing and Developing your Business		Make Or Break 2 - Growing Your Business	100419BT002	CD	£34.49
Growing and Developing your Business		Winning the Contract	104090BT001	Online	£57.49
Health & Safety		Avoiding Slips, Trips and Falls	103080BT016	Online	£22.99
Health & Safety		Computer Safety	104087BT001	Online	£22.99
Health & Safety		Fire Safety	104087BT002	Online	£22.99
Health & Safety		Health & Safety - Law & Practice	100594BT012	Online	£40.24
Health & Safety		Health and Safety Induction	104087BT004	Online	£22.99
Health & Safety		Intro to Managing Health and Safety	103080BT018	Online	£34.49
Health & Safety		Introduction to Health and Safety at Work	103080BT012	Online	£34.49

Health & Safety		Managing and Handling Stress at Work	103080BT017	Online	£34.49
Health & Safety		Manual Handling	104087BT003	Online	£22.99
Health & Safety		Office Safety	104087BT005	Online	£22.99
Health & Safety		Preventing Accidents	100594BT051	Online	£34.49
Health & Safety		Risk Assessment	104087BT006	Online	£22.99
Health & Safety		Special Offer - Health and Safety Package - Save over 30%	104087BT009	Online	£63.24
Health & Safety		Stress Management for Employees	104087BT007	Online	£22.99
Health & Safety		Stress Management for Managers	104087BT008	Online	£22.99
Leadership and Management	Change Management	Implementing Change	100594BT011	Online	£57.49
Leadership and Management	Change Management	Jamie's School Dinners: Managing and Living with Change	104198BT054	Online	£40.24
Leadership and Management	Change Management	Planning Change	100594BT017	Online	£57.49
Leadership and Management	Coaching and Training	Coaching	100594BT046	Online	£45.99
Leadership and Management	Coaching and Training	Managing performance every day	104198BT040	Online	£40.24
Leadership and Management	Coaching and Training	Pass it on: Coaching skills for managers	104198BT035	Online	£40.24
Leadership and Management	Coaching and Training	The helping hand: coaching skills for managers	104198BT007	Online	£40.24
Leadership and Management	Coaching and Training	Training	100594BT074	Online	£45.99

Leadership and Management	Coaching and Training	You'll soon get the hang of it: one to one training	104198BT021	Online	£40.24
Leadership and Management	Communication Skills	Assert yourself: Learning to be assertive	104198BT047	Online	£40.24
Leadership and Management	Communication Skills	Briefing Skills	100594BT043	Online	£45.99
Leadership and Management	Communication Skills	Communication Process	100594BT027	Online	£45.99
Leadership and Management	Communication Skills	I wasn't prepared for that: presentation skills	104198BT009	Online	£40.24
Leadership and Management	Communication Skills	Negotiating: tying the knot	104198BT017	Online	£40.24
Leadership and Management	Communication Skills	Presentations 1 - Preparing for the Presentation	103080BT051	Online	£40.24
Leadership and Management	Communication Skills	Presentations 2 - The Presentation	103080BT052	Online	£40.24
Leadership and Management	Communication Skills	Producing Project Reports	100594BT044	Online	£45.99
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Leadership and Management	Communication Skills	Report writing	104198BT014	Online	£40.24
Leadership and Management	Communication Skills	Straight talking: the art of assertiveness	104198BT004	Online	£40.24
Leadership and Management	Communication Skills	The grapevine: internal communication	104198BT020	Online	£40.24
Leadership and Management	Communication Skills	Written Communications	100594BT036	Online	£45.99
Leadership and Management	Feedback	Can You Spare A Minute: Counselling Skills For Managers	104198BT003	Online	£40.24
Leadership and Management	Feedback	Giving and Receiving Feedback	100594BT034	Online	£45.99

Leadership and Management	Feedback	I'd like a word with you: discipline interviews	104198BT019	Online	£40.24
Leadership and Management	Harvard Business Management	Harvard Manage Mentor	104193BT001	Online	£171.35
Leadership and Management	Jamie Oliver - Teamwork	Jamie's Kitchen: Fifteen Lessons on Leadership	104198BT052	Online	£40.24
Leadership and Management	Jamie Oliver - Teamwork	Jamie's Kitchen: Fifteen Lessons on Teamwork	104198BT053	Online	£40.24
Leadership and Management	Leadership	Building the Team	100594BT025	Online	£45.99
Leadership and Management	Leadership	First among equals: Leading a team	104198BT042	Online	£40.24
Leadership and Management	Leadership	Leadership	100594BT026	Online	£45.99
Leadership and Management	Leadership	Motivation	100594BT014	Online	£45.99
Leadership and Management	Managing People	Absence Management	104068BT002	Online	£34.49
Leadership and Management	Managing People	Absence minded: Managing absenteeism	104198BT033	Online	£40.24
Leadership and Management	Managing People	Effectiveness and Efficiency	100594BT050	Online	£45.99
Leadership and Management	Managing People	Manage Own Stress	100594BT002	Online	£45.99
Leadership and Management	Managing People	Minimising Stress	100594BT082	Online	£45.99
Leadership and Management	Managing People	Problem Solving Skills	100594BT109	Online	£57.49
Leadership and Management	Managing People	Resolving Conflict	100594BT040	Online	£45.99
Leadership and Management	Managing People	Supporting Individuals	100594BT037	Online	£45.99

Leadership and Management	Managing People	The best of motives: leadership & empowerment	104198BT016	Online	£40.24
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Leadership and Management	Meetings	Meetings, bloody meetings: Making Meetings More Productive	104198BT057	Online	£40.24
Leadership and Management	Meetings	More bloody meetings: the people side of meetings	104198BT026	Online	£40.24
Leadership and Management	Performance and Appraisal	How am I doing? The perfect appraisal	104198BT037	Online	£40.24
Leadership and Management	Performance and Appraisal	Performance Matters: The Importance of Praise	104198BT012	Online	£40.24
Leadership and Management	Performance and Appraisal	Performance Matters: The Need for Constructive Criticism	104198BT010	Online	£40.24
Leadership and Management	Performance and Appraisal	Performance review: Every appraisee's dream	104198BT044	Online	£40.24
Leadership and Management	Performance and Appraisal	Performance review: Every manager's nightmare	104198BT043	Online	£40.24
Leadership and Management	Performance and Appraisal	The dreaded appraisal	104198BT005	Online	£40.24
Leadership and Management	Recruitment and Selection	Attracting Candidates & Producing Job Advertisements	103080BT039	Online	£40.24
Leadership and Management	Recruitment and Selection	Behavioural interviewing: Taking the guesswork out of recruitment	104198BT034	Online	£40.24
Leadership and Management	Recruitment and Selection	Candidate References and Selection	103080BT041	Online	£40.24
Leadership and Management	Recruitment and Selection	It's your choice: selection skills	104198BT022	Online	£40.24
Leadership and Management	Recruitment and Selection	Shortlisting Candidates & Interview Techniques	103080BT040	Online	£40.24

Leadership and Management	Recruitment and Selection	Writing Job Descriptions & Person Specifications	103080BT038	Online	£40.24
Leadership and Management	Self Development	Identifying Self Development Needs	100594BT028	Online	£45.99
Leadership and Management	Self Development	Managing stress: Managing your behaviour	104198BT045	Online	£40.24
Leadership and Management	Teamwork	Team spirit?	104198BT018	Online	£40.24
Leadership and Management	Time Management and Delegation	Dealing with Time-Wasting Situations	103080BT029	Online	£40.24
Leadership and Management	Time Management and Delegation	Delegation	103080BT031	Online	£40.24
Leadership and Management	Time Management and Delegation	Making time: Priorities, people and procedures at work	104198BT039	Online	£40.24
Leadership and Management	Time Management and Delegation	Planning Work	100594BT029	Online	£45.99
Leadership and Management	Time Management and Delegation	Project management	104198BT013	Online	£40.24
Leadership and Management	Time Management and Delegation	The paper chase: managing paperwork	104198BT027	Online	£40.24
Leadership and Management	Time Management and Delegation	The unorganised manager: organising others	104198BT002	Online	£40.24
Leadership and Management	Time Management and Delegation	The unorganised manager: organising yourself	104198BT001	Online	£40.24
Leadership and Management	Time Management and Delegation	Time Management	100594BT009	Online	£45.99
Managing Information		Analysing Information	100594BT047	Online	£45.99
Managing Information		Maintaining Information Systems	100594BT048	Online	£34.49
Managing Information		Using Information for Decisions	100594BT018	Online	£57.49

Protecting your Business		Freedom of Information 2000	103080BT002	Online	£34.49
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Sales and Marketing		Call to order: telephone sales	104198BT032	Online	£40.24
Sales and Marketing		Marketing	100594BT005	Online	£45.99
Sales and Marketing		Marketing: Unleashing The Potential of Your Business	100047BT001	Online	£68.99
Sales and Marketing		Sell it to me	104198BT030	Online	£40.24
Sales and Marketing		Steps To Success - Professional Sales Skills	100733BT002	CD	£80.49
Sales and Marketing		The art of selling: Sales with service	104198BT046	Online	£40.24
Starting your Business		Make Or Break 1 - Starting Your Business	100419BT001	CD	£34.49
Starting your Business		Special Offer - Make or Break 1 & 2 - Save 33%	100419BT003	CD	£45.99
The Apprentice		Apprentice - Complete Series	103107BT004	CD	£137.99
The Apprentice		Apprentice - Leadership and Management	103107BT002	CD	£57.49
The Apprentice		Apprentice - Negotiating to Win	103107BT001	CD	£57.49
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