

## **PSC Core Modules –Exeter location (Reed Hall)**

**September 2016 – July 2017**

<b>Module</b>	<b>Duration</b>	<b>Dates</b>
<b>Client Care &amp; Professional Standards*</b> (Currently full, waiting list applies)	Two Days	Tuesday 14 & Wednesday 15 March 2017
<b>Advocacy &amp; Communication Skills</b>	Three days*	Tuesday 28 & Wednesday 29 March, Tuesday 4* & Wednesday 5* April 2017
<b>Financial &amp; Business Skills</b> (Currently full, waiting list applies)	Three days	Tuesday 9, Wednesday 10 & Tuesday 16 May 2017
<b>Financial &amp; Business Skills</b>	Three Days	Friday 28 April, Thursday 4 & Friday 5 May 2017
<b>Client Care &amp; Professional Standards*</b>	Two Days	Thursday 18 & Friday 19 May

\*You will only be required to attend one of these two dates. Your date will be confirmed around three weeks before the start of the course.

\* You must have had 6 months experience in a seat before completing Client Care & Professional Standards

## **PSC Elective Modules –Exeter location (Reed Hall)**

**September 2016 – July 2017**

**(All electives are one day in duration)**

<b>Drafting Commercial Contracts*</b>	Thursday 8 June 2017
<b>Alternative Dispute Resolution *</b>	Friday 16 June 2017
<b>Negotiation in a Business Context*</b>	Thursday 22 June 2017
<b>Effective Written Communication*</b>	Thursday 29 June 2017

**\*Currently full – waiting list applies**