Listed below are training events in December for Practice Managers and Non-clinical Practice Staff. These courses have been organised by Surrey Sussex LMCs and are run in partnership with Syder and Young Ltd.

Full day courses cost £80 per person (including lunch and refreshments) and half-days are £45 per person (including refreshments). Please click on the course title for further details and to book places.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Day** | **Date** | **Duration** | **Venue** |
| [**EMS04 Engaging and Motivating Staff**](https://www.sslmcs.co.uk/events/3946) | Tue | 05/12/2017 | All day | Normandy Village Hall, Nr Guildford, Surrey |
| [**BRC13 Effective Coding in Primary Care (SystmOne users)**](https://www.sslmcs.co.uk/events/3947) | Wed | 06/12/2017 | AM | Normandy Village Hall, Nr Guildford, Surrey |
| [**BRC13 Effective Coding in Primary Care (EMIS/Vision users)**](https://www.sslmcs.co.uk/events/3948) | Wed | 06/12/2017 | PM | Normandy Village Hall, Nr Guildford, Surrey |
| [**APP08 Effective Appraisals**](https://www.sslmcs.co.uk/events/3973) | Thu | 07/12/2017 | All day | The Old Deer Park, Richmond, Surrey |
| [**IWR18 Induction Workshop for New Receptionists**](https://www.sslmcs.co.uk/events/3962) | Thu | 07/12/2017 | All day | Muriel Matters House, Hastings, East Sussex |
| [**MTP02 Managing the Partners**](https://www.sslmcs.co.uk/events/3949) | Tue | 12/12/2017 | All day | Redhill Methodist Centre, Surrey |
| [**RPF05 Developing Resilience and Patient Focus for Receptionists**](https://www.sslmcs.co.uk/events/3950) | Wed | 13/12/2017 | All day | Normandy Village Hall, Nr Guildford, Surrey |
| [**DCP04 Dealing with Challenging Patients**](https://www.sslmcs.co.uk/events/3952) | Thu | 14/12/2017 | PM | Merritt Medical Centre, Chessington, Surrey |
| [**MT313 Medical Terminology Part 3**](https://www.sslmcs.co.uk/events/3951) | Thu | 14/12/2017 | All day | Phoenix Medical Centre, Goring by Sea, West Sussex |

Kind regards

**Barry Syder**

Syder and Young Ltd

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