IT: Essential IT

Training Courses / Essential IT	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Introduction to ChatGPT & Microsoft Copilot — ITA01	One To One Or Company Classroom Booking											
Introduction to ChatGPT & Microsoft Copilot — ITA01	17	22	17	17	-	17	22	17	17	22	17	17
Microsoft Office | 365 — ITE365	One To One Or Company Classroom Booking Only											
Microsoft Office 365 | Bespoke — ITE365B	One To One Or Company Classroom Booking Only											
Microsoft Word | Introduction — ITEW01	1	1	-	1	1	1	1	-	1	-	-	-
Microsoft Word | Intermediate — ITEW02	2	2	-	2	-	2	2	-	2	-	2	2
Microsoft Word | Advanced — ITEW03	3	1	-	3	-	3	3	3	3	-	3	3
Microsoft Word | Bespoke — ITEWB	One To One Or Company Classroom Booking Only											
Microsoft Excel | Introduction — ITEE01	4	6	4	4	4	4	-	4	4	-	4	4
Microsoft Excel | Intermediate - Part 1 — ITEE02	10	7	5	1	5	5	-	5	5	5	5	5
Microsoft Excel | Intermediate - Part 2 — ITEE03	9	8	6	-	6	-	6	6	-	6	6	6
Microsoft Excel | Advanced — ITEE04	7	7	-	7	7	-	7	7	-	7	-	-
Microsoft Excel | Bespoke — ITEEB	One To One Or Company Classroom Booking Only											
Microsoft PowerPoint | Introduction — ITEP01	3	8	9	9	-	9	9	-	9	9	9	9
Microsoft PowerPoint | Advanced — ITEP02	11	9	10	10	-	10	10	10	10	-	10	10
Microsoft PowerPoint | Bespoke — ITEPB	One To One Or Company Classroom Booking Only											
Microsoft Outlook | Introduction — ITEX01	One To One Or Company Classroom Booking Only											
Microsoft Outlook | Exchange 365 Advanced — ITEX02	One To One Or Company Classroom Booking Only											
Microsoft Outlook | Bespoke — ITEXB	One To One Or Company Classroom Booking Only											
Microsoft SharePoint | Bespoke — ITESB	One To One Or Company Classroom Booking Only											
Microsoft Teams | Bespoke — ITETB	One To One Or Company Classroom Booking Only											
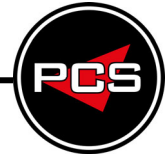
IT: Database & Programming

IT Training Database & Programming	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Microsoft Access | Introduction — ITDA01	15	15	-	15	15	15	15	-	15	15	-	-
Microsoft Access | Intermediate — ITDA02	16	16	16	16	-	16	16	-	16	16	16	16
Microsoft Access | Advanced — ITDA03	17	-	17	17	-	17	17	17	17	-	17	17
Microsoft Access | Bespoke — ITDAB	One To One Or Company Classroom Booking Only											
Microsoft | SQL Server — ITDSB	One To One Or Company Classroom Booking Only											
Microsoft | Access VBA — ITDVB	One To One Or Company Classroom Booking Only											
Microsoft | Excel VBA — ITDVB	One To One Or Company Classroom Booking Only											
Microsoft | Word VBA — ITDVB	One To One Or Company Classroom Booking Only											
Microsoft PowerBi | Introduction — ITDP01	-	27	27	-	27	-	27	27	-	27	27	27
Microsoft PowerBi | Advanced — ITDP02	One To One Or Company Classroom Booking Only											
Microsoft PowerBi | Bespoke — ITDPB	One To One Or Company Classroom Booking Only											

IT: Microsoft Project

IT Training Microsoft Project	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Microsoft Project | Introduction — ITPP01	One To One Or Company Classroom Booking Only											
Microsoft Project | Intermediate — ITPP02	One To One Or Company Classroom Booking Only											
Microsoft Project | Advanced — ITPP03	One To One Or Company Classroom Booking Only											
Microsoft Project | Bespoke — ITPPB	One To One Or Company Classroom Booking Only											

IT: Graphic & Design

IT Training Graphics & Design		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Ps	Adobe Photoshop | Introduction ITGP01	-	13	13	-	13	-	13	13	-	13	13	13
Ps	Adobe Photoshop | Bespoke ITGPB	One To One Or Company Classroom Booking Only											
Ai	Adobe Illustrator | Introduction ITGI01	14	14	-	14	14	-	14	14	-	14	-	-
Ai	Adobe Illustrator | Bespoke ITGIB	One To One Or Company Classroom Booking Only											
Id	Adobe InDesign | Introduction ITGN01	15	15	-	15	15	15	15	-	15	15	-	-
Id	Adobe InDesign | Bespoke ITGNB	One To One Or Company Classroom Booking Only											
Dw	Adobe Dreamweaver | Introduction ITGD01	One To One Or Company Classroom Booking Only											
Dw	Adobe Dreamweaver | Bespoke ITGDB	One To One Or Company Classroom Booking Only											
Pr	Adobe Premiere | Introduction ITGR01	One To One Or Company Classroom Booking Only											
Pr	Adobe Premiere | Bespoke ITGRB	One To One Or Company Classroom Booking Only											
V	Microsoft Visio | Introduction ITGV01	One To One Or Company Classroom Booking Only											
V	Microsoft Visio | Bespoke ITGVB	One To One Or Company Classroom Booking Only											
P	Microsoft Publisher | Introduction ITGA01	One To One Or Company Classroom Booking Only											
P	Microsoft Publisher | Bespoke ITGAB	One To One Or Company Classroom Booking Only											
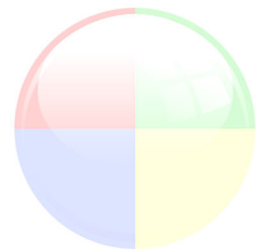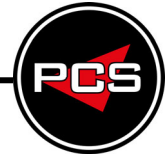
Business Skills: Essential Business Skills

Business Skills Training Essential Business Skills	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Telephone & Reception Skills BSE01	17	-	17	17	-	17	17	17	17	-	17	17
Customer Care BSE02		-	18	18	18	18	-	18	18	-	18	18
Confidence & Assertiveness BSE03	16	19	19	-	19	19	-	19	19	-	19	19
Business Writing Skills BSE04	-	20	20	-	20	-	20	-	20	20	20	
Notes, Minute Taking & Productive Meetings BSE05	-	21	-	21	21	-	21	21	-	21	-	-
Handling Difficult Customers BSE06	One To One Or Company Classroom Booking Only											
Handling Difficult Customers BSE06	15	15	-	15	-	15	-	-	-	21	-	-

Business Skills: Sales & Marketing

Business Skills Training Sales And Marketing	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Telephone Sales BSS01	22	22	-	22	22	22	22	-	22	22	-	-
Negotiation And Influencing Skills BSS02	One To One Or Company Classroom Booking											
Negotiation And Influencing Skills BSS02	-	27	-	-	-	-	27	-	-	22	-	-
Sales Masterclass BSS03	One To One Or Company Classroom Booking Only											

Business Skills: Presentation & Training

Business Skills Training Presentation & Training	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Presentation Skills BST01	23	23	23	23	-	23	23	23	23	23	23	
Train The Trainer BST02	24	-	24	24	-	24	24	-	24	24	24	

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Business Skills: Management & Development

Business Skills Training Management & Development	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Time Management BSM01	25	-	25	25	-	25	25	25	-	25	25	25
Project Management BSM02	-	26	26	26	26	-	26	-	26	26	26	
Introduction To Management & Supervision BSM03	-	27	27	-	27	-	27	27	-	27	27	27
Management & Leadership Skills BSM04	24	24	24	24	24	24	24	24	-	24	24	-
Mental Health Management BSM05	One To One Or Company Classroom Booking Only											

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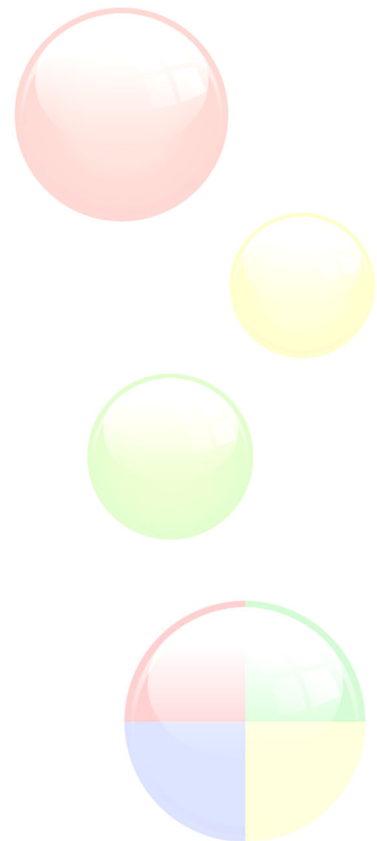
Health & Safety: First Aid At Work

Health & Safety Training First Aid | At Work	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
First Aid | At Work - One Day Emergency FAW01	8	6	10	22	12	2	7	4	3	6	10	-
First Aid | At Work - Two Day Requalification FAW02	15-16	28-29	17-18	9-10	6-7	10-11	15-16	26-27	10-11	7-8	25-26	--
First Aid | At Work - Three Day Certificate FAW03	8-10	6-8	10-12	22-24	12-14	2-4	7-9	4-6	2-4	6-8	10-12	--

Health & Safety: Paediatric First Aid

Health & Safety Training First Aid | Paediatric	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
First Aid | Paediatric - One Day FAP01	8	6	10	22	12	2	7	4	-	6	10	-
First Aid | Paediatric - Two Day: Weekday Dates FAP02	23-24	21-22	18-19	15-16	20-21	24-25	-	25-26	16-17	14-15	4-5	--
First Aid | Paediatric - Two Day: Weekend Dates FAP02	12-19	3-10	14-21	-	-	13-20	-	15-22	-	17-24	7-14	--
First Aid | Paediatric - Two Day Blended: Weekday Dates FAP03	23	21	14	15	20	25	24	15	16	21	7	-
First Aid | Paediatric - Two Day Blended: Weekend Dates FAP03	12	3	18	-	-	24	-	15	13	14	4	-

Health & Safety: Mental Health Training

Mental Health Training	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
One Day Mental Health Awareness FAM01	17	-	-	-	21	-	13	-	15	15	19	-
Two Day Mental Health First Aid FAM02	17-18	-	-	-	22-23	-	13-15	-	15-16	15-16	19-20	--
Mental Health Management BSM05	One To One Or Company Classroom Booking Only											