

Prices quoted are per person and are exclusive of VAT

MICROSOFT OFFICE (VERSION 2000 - 2003)	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Getting Started with Computers (Windows XP)	Introduction	1	24	*	28	*	25	£155
Microsoft Word (2000, 2002 /XP & 2003)	Introduction	1	4	4	12	17	14	£155
	Intermediate	1	5	5	13	18	15	£155
	Advanced - Level 1	1	18	24	22	26	21	£165
	Advanced - Level 2	1	19	25	23	27	22	£165
Microsoft Excel (2000, 2002 & 2003)	Introduction	1	2 / 22	11 / 22	14 / 26	7 / 20	3 / 16 / 29	£155
	Intermediate	1	3 / 15 / 23	12 / 23	15 / 27	10 / 21	4 / 17 / 30	£155
	Advanced - Level 1	1	25	8 / 30	29	24	23	£165
	Advanced - Level 2	1	26	9 / 31	30	25	24	£165
Microsoft Access (2000, 2002 & 2003)	Introduction	2	17-18	15-16	21-22	17-18	21-22	£285
	Intermediate	1	*	24	*	28	*	£165
	Advanced	1	8	*	1	*	11	£165
Microsoft PowerPoint (2003)	Introduction	1	16	15	21	6	11	£155
	Advanced	1	*	29	*	26	*	£155
Microsoft Outlook (2000, 2002 & 2003)	Introduction	1	11	*	7	*	2	£155
Microsoft Project (2000, 2002 & 2003)	Introduction	2	11-12	9-10	19-20	13-14	15-16	£360
	Advanced	1	*	26	*	27	*	£195
Microsoft Visio (2003)	Introduction	1	*	17	*	*	7	£195
Microsoft Publisher (2000, 2002, 2003 & 2007)	Introduction	1	*	1	*	19	*	£155

Special Offer

Book 1 person on to any 2 levels of Word training or any 2 levels of Excel training and receive £30 off the total price
Book Access Intermediate and Access Advanced Course as a package and receive £30 off the total price

MICROSOFT OFFICE VERSION 2007	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Microsoft 2007 Conversion (9.30am-12.30pm)	Conversion	1/2	*	3	*	*	10	£90
Microsoft Word (2007)	Introduction	1	*	8	*	4	*	£155
	Intermediate	1	*	9	1	5	*	£155
	Advanced - Level 1	1	8	*	8	*	9	£165
	Advanced - Level 2	1	9	*	9	*	10	£165
Microsoft Excel (2007)	Introduction	1	*	18	*	13	*	£155
	Intermediate	1	*	19 / 22	*	14	*	£155
	Advanced - Level 1	1	9	30	*	*	7	£165
	Advanced - Level 2	1	10	31	*	*	8	£165
Microsoft Access (2007)	Introduction	1	1-2	*	*	25-26	*	£285
	Intermediate	1	*	1	*	*	1	£165
	Advanced	1	*	26	*	*	2	£165
Microsoft PowerPoint (2007)	Introduction	1	12	23	*	*	25	£155
	Advanced	1	*	26	*	*	28	£155
Microsoft Project (2007)	Introduction	1	11-12	9-10	19-20	13-14	15-16	£360
	Advanced	1	*	26	*	27	*	£195
Microsoft Publisher (2007)	Introduction	1	*	1	*	19	*	£155

WEB PAGE DESIGN	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Microsoft FrontPage (2003)	Introduction	2	4-5	*	*	11-12	*	£360
DreamWeaver (MX, MX2004, 8)	Introduction	2	*	4-5	12-13	*	14-15	£360
Flash (CS3)	Introduction	1	11	*	*	*	*	£275
SHAREPOINT COURSE	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Creating an Intranet Using SharePoint 2007		2	9-10	*	*	*	*	£575

TECHNICAL & PROGRAMMING	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE	
Visual Basic for Access (2000, 2002 & 2003)	Introduction	2	Please call for dates						£475
Visual Basic for Excel (2000, 2002 & 2003)	Introduction	2	*	*	*	26-27	*	£475	
Crystal Reports (version 11)	Introduction	2	*	*	*	24-25	*	£550	
Microsoft Windows Server 2003	Install & Admin	3	*	*	*	19-21	*	£825	
Microsoft Exchange 2003	Imp & Supporting	3	Please call for dates						£825
Microsoft Exchange 2007	Install Admin	3	Please call for dates						£875
Microsoft SQL 2005 / 2008	Install Admin	3	Please call for dates						£875

DESKTOP PUBLISHING	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Acrobat (version 8)	Introduction	1	*	24	*	*	*	£250
Illustrator (CS3)	Introduction	2	*	22-23	*	*	*	£475
InDesign (CS3)	Introduction	2	22-23	*	*	19-20	*	£475
Photoshop (CS3)	Introduction	2	24-25	25-26	*	17-18	*	£475
Photoshop (CS3)	Advanced	1	26	*	*	21	*	£250

All of our courses can be organised on a closed course basis for your company, please call for further information.

To make a booking, book online at www.jarroldtraining.co.uk or email bookings@jarroldtraining.co.uk

Please note this is not an exhaustive list of the courses offered by Jarrold Training but a selection of the most popular courses.

St James' Mill, Whitefriars, Norwich NR3 1SH Tel: 01603 677107 Fax: 01603 677177 Email: enquiries@jarroldtraining.co.uk

All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.

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Management Training

Drive - Director & Senior Management Development (8 half day sessions)	
Developing the skills of inspirational leadership, enterprise and innovation and practical management. This course is aimed at Managing Directors and Senior Managers.	
Norwich	Thursday mornings - February 4th, 11th, 18th, 25th, March 4th, 11th, 18th and 25th - 9.00am - 1.00pm
Bury St Edmunds	Wednesday mornings - April 21st, 28th, May 5th, 12th, 26th, June 2nd, 9th and 16th - 9.00am - 1.00pm

Forefront - Team Leader Development (6 half day sessions)	
Developing practical management techniques, interpersonal and team building skills. This course is aimed at anyone responsible for team and operational effectiveness.	
Norwich	Wednesday mornings - February 17th, 24th, March 3th, 10th 17th and 24th - 9.00am - 1.00pm Friday mornings - May 7th, 14th, 21st, 28th, June 11th and 18th - 9.00am - 1.00pm
Bury St Edmunds	Tuesday mornings - February 2nd, 9th, 16th, 23rd, March 9th and 16th - 9.00am - 1.00pm



This course is accredited with ILM (Institute of Leadership & Management) Level 3 Award.

Presence - Communication & Influencing Skills (7 half day sessions)	
Developing positive communication, organised thinking, influencing skills, self confidence and enthusiasm. This course is aimed at anyone needing to improve their personal presence and presence of mind.	
Norwich	Tuesday mornings - February 9th, 16th, 23rd, March 2nd, 9th, 16th and 23rd - 9.00am - 12.30pm Monday afternoons - May 10th, 17th, 24th, June 7th, 14th, 21st and 28th - 2.30 - 6.00pm
Bury St Edmunds	Tuesday mornings - April 20th, 27th, May 4th, 11th, 18th, 25th and 1st June - 9.00am - 12.30pm

Funding is available to support training programmes for Small and Medium Enterprises in the East of England

Jarrold Training Management and Soft Skills courses attract Learning & Skills Council Leadership and Management Funding of up to **£1000** for each organisation.

In addition the EEDA Beyond 2010 Funding Programme is offering up to **£2500** of matched funding for organisations which fall within 10 chosen sectors.

Contact us to find out if your organisation qualifies for Leadership and Management and Beyond 2010 funding



Business Skills

SOFT SKILLS	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Appraisal	Introduction	1	Please call for dates					£235
Assertiveness	Introduction	1	9	*	21	*	*	£235
Business Writing Skills	Introduction	1	25	*	29	*	30	£235
Customer Care	Introduction	1	*	19	*	*	*	£235
Dealing with Difficult People	Introduction	1	*	9	*	*	17	£235
Effective Credit Control	Introduction	1	*	15	*	*	*	£235
Finance for Non-Financial Managers	Introduction	1	*	18	*	26	*	£235
Influencing Skills	Introduction	1	*	*	*	19	*	£235
Managing Stress	Introduction	1	8	*	*	*	16	£235
Minute Taking	Introduction	1	24	*	20	*	10	£235
Negotiating Skills	Introduction	1	Please call for dates					£235
Networking Skills	Introduction	1	11	*	*	*	*	£235
Neuro-Linguistic Programming (NLP)	Introduction	1	*	10	*	18	*	£235
Neuro-Linguistic Programming (NLP)	Level 1	1	*	*	22	*	*	£235
Presentation Skills	Introduction	1	*	*	22	*	17	£235
Project Management	Introduction	3	3-5	*	28-30	*	*	£895
Time Management	Introduction	1	*	*	*	20	*	£235

Health & Safety Courses

HEALTH & SAFETY	COURSE LEVEL	Days	FEBRUARY	MARCH	APRIL	MAY	JUNE	PRICE
Health & Safety	Introduction	1	*	1	*	*	*	£155
IOSH	Working Safely	1	25 / 26	4	*	*	*	£199
	Managing Safely	4	18-19 & 22-23	*	*	13-14 & 17-18	*	£690

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