

Microsoft Office

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Microsoft Excel

Introduction	1	6 / 23 / 29	13 / 24	5 / 17 / 30	16	£175
Intermediate	1	7 / 24 / 30	14 / 25	6 / 18 / 31	17	£175
Advanced - Level 1	1	16	17	26	29	£175
Advanced - Level 2	1	17	18	27	30	£175
Visual Basic	2	*	10-11	*	*	£550

Microsoft Word

Introduction	1	9	*	*	*	£175
Intermediate	1	10	*	*	*	£175
Advanced - Level 1	1	*	26	*	*	£175
Advanced - Level 2	1	*	27	*	*	£175

Microsoft Access

Introduction	2	*	6-7	*	*	£395
Intermediate	1	*	*	2	*	£250
Advanced	1	*	*	3	*	£250

Microsoft Outlook

Introduction	1	*	*	*	*	£175
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Microsoft PowerPoint

Introduction	1	*	4	*	*	£175
Advanced	1	*	28	*	*	£175

Microsoft Project

Introduction	1	20-21	*	12-13	*	£395
Advanced	1	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	*	27	*	£175
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Microsoft Visio

Introduction	1	*	*	*	*	£250
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Kings's Lynn	Days	Jan	Feb	Mar	Apr	Price
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Microsoft Excel

Introduction	1	*	*	*	*	£175
Intermediate	1	*	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	£175

Web Design

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Wordpress

Introduction	1	31	*	*	*	£250
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Cyber Security

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Cyber Security for Business Owners & Leaders	1	*	*	*	*	£295
Cyber Security Staff Awareness	1/2	*	*	*	*	£99
Preparing for Cyber Essentials Accreditation	1	*	*	*	*	£295

Microsoft Office 365 Apps

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Introduction to Teams in Office 365

Introduction	3	*	10-12	*	*	£1,050
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Power BI

Introduction	2	13-14	*	*	*	£695
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Technical & Programming

Norwich	Days	Jan	Feb	Mar	Apr	Price
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C# .Net Programming

Introduction	3	*	10-12	*	*	£1,050
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Developing Windows Applications	3	*	*	*	*	£1,050
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Exchange Server

Installing and Managing	3	*	*	*	*	£1,050
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PowerShell

Administration and Scripting	3	*	*	*	*	£1,050
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SQL Server

Install & Admin	3	*	*	*	*	£1,050
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Programming and Development	3	13-15	*	*	*	£1,050
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SharePoint

Online (Office 365)	3	*	*	*	27-29	£1,050
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Window Server

Configuring, Managing and Maintaining	3	*	*	16-18	*	£1,050
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Adobe Creative Suite

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Adobe Creative Cloud Essentials

Introduction	2	*	*	*	*	£495
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Adobe Creative Design Techniques

Introduction	1	*	*	*	*	£265
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Illustrator

Introduction	2	*	26-27	*	*	£495
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Advanced	1	*	*	*	*	£265
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InDesign

Introduction	2	20-21	24-25	25-26	*	£495
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Advanced	1	24	*	*	*	£265
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Photoshop

Introduction	2	22-23	*	23-24	*	£495
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Advanced	1	*	28	*	*	£265
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Digital Marketing

Norwich	Days	Jan	Feb	Mar	Apr	Price
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SEO & PCC

Google Adwords	1	*	5	*	*	£300
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Google Analytics	1	22	*	*	*	£300
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Search Engine Optimisation (SEO)	2	29-30	*	*	*	£600
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Social Media

Beginners Guide to Social Media	1	*	13	*	*	£300
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Advanced Guide to Social Media	1	*	*	23	*	£300
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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

January 2020 (am)	9, 16, 23 January, 6, 13, 27 February, 5 and 12 March (Thursday mornings)	£2,250
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

January 2020 (am)	31 January, 7, 14, 28 February, 6 and 13 March (Friday mornings)	£1,495
February 2020 (am)	25 February, 3, 10, 24, 31 March and 7 April (Tuesday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
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Bury St Edmunds
Forefront - Team Leader Development (1 full day and 4 half day sessions)

Please call us for dates	£1,495	
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Project Management

Norwich	Days	Jan	Feb	Mar	Apr	Price
Introduction to Project Management	1	*	*	3		£250
Agile PM						
Foundation	2	*	*	*	*	£799
Foundation & Practitioner	4	*	*	*	*	£1,299
APM						
Project Fundamentals	2	*	*	*		£795
Project Management	5	27-31	27-31	27-31		£1,495
PRINCE2®						
Foundation	3	13-15				£795
Foundation & Practitioner	5	13-17				£1,295
Practitioner Upgrade	2	16-17				£695
MSP						
Foundation	3	*	*	*	*	£1,095
Foundation & Practitioner	5	*	*	*	*	£1,895
Cambridge						
PRINCE2®						
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295
Chelmsford						
PRINCE2®						
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295
London						
PRINCE2®						
Foundation	2	*	*	*	*	£795
Foundation & Practitioner	4.5	*	*	*	*	£1,295

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Business & Personal Development

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Business Skills

Assertiveness	1	*	*	25	*	£250
Bids & Tender Writing	1	*	*	*	*	£250
Business Writing Skills	1	*	*	*	28	£250
Communication Skills	1	*	*	26	*	£250
Conducting Effective Meetings	1	*	*	*	*	£250
Influencing Skills	1	*	11	*	*	£250
Minute Taking	1	*	6	*	2	£250
NLP Introduction	1	*	*	*	*	£250
PA / Executive Assistant	1	*	26	*	*	£250
Presentation Skills	1	27	*	*	29	£250
Report Writing	1	*	*	25	*	£250
Time Management	1	13	*	*	21	£250
Train the Trainer	1	*	4	*	*	£250
Writing for the Web	1	*	*	19	*	£250

Finance

Credit Control	1	*	*	*	23	£250
Finance for Non-Financial Managers	1	*	*	3	*	£250

HR

Appraisal	1	*	6	*	*	£250
Conflict Resolution	1	*	*	30	*	£250
Equality, Diversity & Inclusion	1/2	29 (am)	*	*	*	£195
HR Essentials for Line Managers	1	*	*	*	*	£250
Managing Stress and Workplace Pressure	1	22	*	*	*	£250
Recruitment & Selection	1	*	*	5	*	£250
Resilience & Wellbeing	1	*	*	2	*	£250

Sales & Customer Service

Customer Care	1	*	25	*	*	£250
Dealing with Difficult People	1	30	*	*	*	£250
Handling Customer Complaints	1	*	*	9	*	£250
Negotiating Skills	1	28	*	*	*	£250
Networking Skills	1/2	*	*	*	*	£150

Team Performance

Effective Team Leadership and Motivation	1	11	24	19	24	£250
Motivating Your Team with Lawful Performance Management	1	*	*	*	*	£275

Bury St Edmunds

	Days	Jan	Feb	Mar	Apr	Price
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Business Skills

Communication Skills	1	*	*	*	*	£250
Presentation Skills	1	*	*	*	*	£250
Time Management	1	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	£250

Team Performance

Effective Team Leadership and Motivation	1	*	*	*	*	£250
Managing Your Team: Performance and Employment Law	1	*	*	*	*	£275

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Health & Safety

Norwich	Days	Jan	Feb	Mar	Apr	Price
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IOSH

Working Safely	1	23	*	6	*	£170
Managing Safely	3	20-22	5-7 / 26-28	16-18	27-29	£545
Leading Safely	6 hours	*	*	*	*	£295

NEBOSH Awards

Award in Health and Safety at Work	3	*	*	*	*	£595
HSE Introduction to Incident Investigation	1	28	*	*	*	£315

NEBOSH Certificates

National General Certificate - Units: NG1 & NG2	10.5 + exam	NG1: 9, 10, 11, 12 and 13 December, Revision: 16 December (am), Exam: 18 December (9.30am) NG2: 6, 7, 8, 9 and 10 January				£1,495
National General Certificate - Unit: NG1	5 + exams	NG1: 9, 10, 11, 12 and 13 December, Revision: 16 December (am), Exam: 18 December (9.30am)				£850
National General Certificate - Units: NG2	5	NG2: 6, 7, 8, 9 and 10 January, Revision: 13 January (am), Exam: 15 January (2pm)				£850
Construction - Units: NG1, NCC1& NCC2	15 + exams	NG1: 17, 18, 19, 20 and 21 February, Revision: 2 March (am), Exam: 4 March (9.30am) Week 1: 9, 10, 11, 12 and 13 March Week 2: 23, 24, 25, 26 and 27 March. Exam: 1 April (2pm)				£1,495
Construction - Units: NCC1& NCC2	10 + exams	Week 1: 4, 5, 6, 7 and 8 November Week 2: 18, 19, 20, 21 and 22 November. Exam: 4 December (2pm)				£1,495
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 13, 14, 15, 16 and 17 January, Exam: 5 February (9.30am)				£850
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 25, 26, 27, 28 and 29 November, Exam: 4 December (2 pm)				£850

Bury St Edmunds	Days	Jan	Feb	Mar	Apr	Price
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IOSH

Working Safely	1	*	*	*	*	£170
Managing Safely	4	*	*	*	*	£545

King's Lynn	Days	Jan	Feb	Mar	Apr	Price
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IOSH

Managing Safely	4	29-31	*	*	*	£545
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NEBOSH

National General Certificate - Units: NG1 & NG2	11 + exams	*	*	*	*	£1,495
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Food Safety

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	£95
Level 3 Award in Food Safety in Catering (RQF)	3	*	*	*	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	*	£395

HACCP

Norwich	Days	Jan	Feb	Mar	Apr	Price
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Highfield Qualifications

Level 2 Award in HACCP for Catering (RQF)	1	*	*	*	*	£195
Level 2 Award in HACCP for Food Manufacturing (RQF)	1	*	*	*	*	£195
Level 3 Award in HACCP for Catering (RQF)	2	*	*	*	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	*	*	*	*	£395

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