

Microsoft Office

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Microsoft Excel

Introduction	1	13 Virtual	10 Virtual & Classroom	10 Virtual & Classroom	6 Virtual & Classroom	12 Virtual & Classroom	£175
Intermediate	1	15,16 Virtual	11 Virtual & Classroom	11 Virtual & Classroom	7 Virtual & Classroom	13 Virtual & Classroom	£175
Advanced - Level 1	1	21 Virtual	24 Virtual & Classroom	*	20 Virtual & Classroom	16 Virtual & Classroom	£175
Advanced - Level 2	1	22 Virtual	25 Virtual & Classroom	*	21 Virtual & Classroom	17 Virtual & Classroom	£175
Visual Basic	2	*	*	*	*	*	£550

Microsoft Word

Introduction	1	8 Virtual	*	*	1 Virtual & Classroom	*	£175
Intermediate	1	9 Virtual	*	*	2 Virtual & Classroom	*	£175
Advanced	1	*	21 Virtual & Classroom	*	*	2 Virtual & Classroom	£175

Microsoft Access

Introduction	2	*	4-5 Virtual & Classroom	*	*	*	£395
Intermediate	1	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	£250

Microsoft Outlook

Introduction	1	*	*	*	*	*	£175
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Microsoft PowerPoint

Introduction	1	*	*	14 Virtual & Classroom	*	*	£175
Advanced	1	*	*	*	*	*	£175

Microsoft Project

Introduction	1	27-28 Virtual & Classroom	*	7-8 Virtual & Classroom	*	5-6 Virtual & Classroom	£395
Advanced	1	*	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	*	*	*	*	£175
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Microsoft Visio

Introduction	1	*	*	*	*	*	£250
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Microsoft Office 365 Apps

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Introduction to Teams in Office 365

Introduction	1	*	*	*	*	*	£275
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Power BI

Introduction	2	*	*	16-17 Virtual & Classroom	*	*	£695
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Power Apps

Introduction	2	*	17-18 Virtual	*	12-13 Virtual	*	£975
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Power Automate

Introduction	1	*	19 Virtual	-	14 Virtual	*	£650
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Web Design

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Wordpress

Introduction	1	*	17 Virtual & Classroom	*	*	*	£250
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Cyber Security

Norwich	Days	Apr	May	Jun	Jul	Aug	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

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Updated: 6 April 2021

Book online: jarroldtraining.co.uk or email: bookings@jarroldtraining.co.uk
 St James' Mill, Whitefriars, Norwich NR3 1SH | Tel: 01603 677107

Technical & Programming

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
C# .Net Programming							
Introduction	3	*	*	*	*	*	£1,050
Developing Windows Applications	3	*	*	*	*	*	£1,050
Exchange Server							
Installing and Managing	3	*	*	*	*	*	£1,050
PowerShell							
Administration and Scripting	3	*	*	*	*	*	£1,050
SQL Server							
Install & Admin	3	*	*	*	*	*	£1,050
Programming and Development	3	*	*	14-16 Virtual	*	*	£1,050
SharePoint							
Online (Office 365)	3	*	*	*	*	*	£1,050
Window Server							
Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,050

Adobe Creative Suite

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
Adobe Creative Cloud Essentials							
Introduction	2	*	*	*	*	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	*	*	*	*	£265
Illustrator							
Introduction	2	*	*	23-24	*	*	£495
Advanced	1	*	*	*	*	*	£265
InDesign							
Introduction	2	*	26 & 27 Virtual	*	*	*	£495
Advanced	1	*	*	*	*	*	£265
Photoshop							
Introduction	2	*	*	21-22	*	*	£495
Advanced	1	*	*	*	*	*	£265

Digital Marketing

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
SEO & PCC							
Google Adwords	1	*	*	*	*	*	£300
Google Analytics	1	*	*	*	*	*	£300
Search Engine Optimisation (SEO)	2	*	*	*	*	*	£600
Social Media							
Beginners Guide to Social Media	3 x 2 hour Sessions	*	*	22, 24 & 29 Virtual	*	*	£300
Advanced Guide to Social Media	3 x 2 hour Sessions	*	*	*	13, 15 & 20 Virtual	*	£300
Videos							
Filmmaking for Business with Adobe Spark – Beginners	1	*	*	*	*	*	£300
Filmmaking for Business with Adobe Spark – Advanced	1	*	*	*	*	*	£300
Video Editing with Adobe Premiere Pro - Beginners	1	*	5 Virtual	*	*	*	£300
Other courses							
Data Visualisation and Infographics	1	*	*	*	*	*	£300
Creative Marketing Strategy	2	*	*	*	*	*	£600

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Management Training & Personal Development
Norwich
Drive with ILM Level 5 Award in Management - Director & Senior Management Development

6 Full day sessions - 9.30am - 4.30pm

April / May (Classroom)	15, 22, 29 April, 13, 20 and 27 May	£3,200
October / November (Classroom)	1, 14, 28 October and 4, 11 November	£3,200

Forefront - Team Leader Development

6 Half day sessions - 9am - 1pm

March / April (Virtual Course)	9, 16, 23 March, 13, 20 & 27 April	£1,495
May / June (Classroom)	14, 21, 28 May, 11, 18 and 25 June	£1,495
September / October (Classroom)	16, 23, 30 September, 14, 21 and 28 October	£1,495
November / December (Classroom)	2, 9, 16, 30 November, 7 and 14 December	£1,495

ILM Level 3 Award in First Line Management (Additional Fee)

£200

Presence - Communication & Influencing Skills

4 Half day sessions - 9am - 1pm

June / July (Classroom)	14, 24 June, 8 & 15 July	£1,250
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Project Management

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
Introduction to Project Management	1	*	25 Virtual	*	*	*	£250

Agile PM

Foundation	3	12-14 Virtual	*	*	*	*	£1,299
Foundation & Practitioner	4	12-15 Virtual	*	*	*	*	£1,999

APM

Project Fundamentals	2	*	4-5 Virtual	*	*	*	£795
Project Management	5	14-28 Virtual	10, 11, 17, 18, 26 Virtual	*	*	*	£1,650

PRINCE2®

Foundation	3	*	17-19	14-26 Virtual	*	*	£795
Foundation & Practitioner	5	*	17-21	14-25 Virtual	*	*	£1,295
Practitioner Upgrade	2	*	20-21	24-25 Virtual	*	*	£695

MSP

Foundation	3	*	*	*	*	*	£1,095
Foundation & Practitioner	5	*	*	*	*	*	£1,895

Cambridge

Days	Apr	May	Jun	Jul	Aug	Price
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295

Chelmsford

Days	Apr	May	Jun	Jul	Aug	Price
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295

London

Days	Apr	May	Jun	Jul	Aug	Price
Foundation	2	*	*	*	*	£795
Foundation & Practitioner	4.5	*	*	*	*	£1,295

For other Project Management venues and dates please visit our website

Business Skills

	Days	Apr	May	Jun	Jul	Aug	Price
Assertiveness	1	*	12 Classroom	*	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	23 Classroom	*	*	£250
Communication Skills	1	23 Classroom	*	*	*	4 Classroom	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Influencing Skills	1	*	*	8 Classroom	*	*	£250
Minute Taking	1	*	*	9 Classroom	14 Virtual	*	£250
NLP Introduction	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	£250
Presentation Skills	1	29 Classroom	*	*	26 Virtual	*	£250
Report Writing	1	21 Classroom	*	*	*	*	£250
Time Management	1	*	19 Classroom	*	*	*	£250
Train the Trainer	1	23 virtual , 28 Classroom	*	17 Virtual	*	10 Classroom	£250
Writing Effective Online Content	1/2	22 Classroom	*	*	*	*	£175
Writing for the Web	1	*	*	*	*	*	£250

Coaching

	Days	Apr	May	Jun	Jul	Aug	Price
Coaching Skills	1	*	6 Classroom	*	*	*	£250

Finance

	Days	Apr	May	Jun	Jul	Aug	Price
Credit Control	1	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	20 Classroom	*	*	*	£250

HR

	Days	Apr	May	Jun	Jul	Aug	Price
Appraisal	1	*	25 Virtual	*	*	9 Classroom	£250
Conflict Resolution	1	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	22 Virtual	*	*	*	*	£195
HR Essentials for Line Managers	1	*	*	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	£250
Resilience & Wellbeing	1	*	*	*	12 Virtual	*	£250

Sales & Customer Service

	Days	Apr	May	Jun	Jul	Aug	Price
Customer Care	1	*	*	23 Classroom	*	*	£250
Dealing with Difficult People	1	*	*	*	7 Classroom	*	£250
Handling Customer Complaints	1	*	*	*	*	*	£250
Negotiating Skills	1	*	*	*	16 Classroom	*	£250
Networking Skills	1/2	*	*	*	*	*	£150

Team Performance

	Days	Apr	May	Jun	Jul	Aug	Price
Effective Team Leadership and Motivation	1	*	18 (Classroom)	16 (Classroom)	9 (Classroom)	*	£250
Motivating Your Team with Lawful Performance Management	1	*	*	*	*	*	£275
Managing You Team Remotely	2 Half Days	13 - 14 Virtual	*	*	*	*	£250

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IOSH							
	Days	Apr	May	Jun	Jul	Aug	Price
Safety, Health and Environment for Construction Workers	1	*	*	29	*	*	£195
Working Safely	1	*	*	*	*	*	£170
Managing Safely	3	17-19	21-23 Virtual	21-23	*	10-12 Virtual	£545
Managing Safely Refresher	1	*	*	*	*	*	£265
Leading Safely	6 hours	*	*	10	*	*	£295

NEBOSH							
	Days	Apr	May	Jun	Jul	Aug	Price
NEBOSH Awards							
Award in Health and Safety at Work	3	*	24-26 Classroom	*	19-21 Classroom	*	£595
HSE Introduction to Incident Investigation	1	*	*	*	*	*	£315

NEBOSH Certificates							
National General Certificate - Units: NG1 & NG2	10.5 + exam	NG1: 22, 23, 24, 29 and 30 March, Revision: 31 March (am), Exam: 7 April (9.30am) NG2: 12, 13, 14, 15 & 16 April, Assignment Submission Date: 30 April					£1,495
National General Certificate - Unit: NG1	5 + exams	NG1: 22, 23, 24, 29 and 30 March, Revision: 31 March (am), Exam: 7 April (9.30am)					£895
National General Certificate - Units: NG2	5	NG2: 12, 13, 14, 15 & 16 April, Assignment Submission Date: 30 April					£895
Construction - Units: NG1, NCC1& NCC2	15 + exams	NG1: 16, 17, 18, 19 and 20 March, Revision: 30 March (am), Exam: 1 April (9.30am) Week 1: 20, 21, 22, 23 and 24 April Week 2: 11, 12, 13, 14 and 15 May. Exam: 3 June (2pm), Assignment Submission Date: 17 June					£1,495
Construction - Units: NCC1& NCC2	10 + exams	Week 1: 20, 21, 22, 23 and 24 April Week 2: 11, 12, 13, 14 and 15 May. Exam: 3 June (2pm), Assignment Submission Date: 17 June					£1,495
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 24, 25, 26, 27 and 28 May, Exam: 9 June (9.30am), Assignment Submission Date: 30 June					£850
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 19, 20, 21, 22 and 23 April, Exam: 5 May (2 pm), Assignment Submission Date: 17 May					£850

First Aid - Mental Health							
	Days	Apr	May	Jun	Jul	Aug	Price
Mental Health England							
Mental Health First Aiders	2	*	*	*	*	*	£295
Mental Health First Aid Champions	1	*	*	*	*	*	£195

Food Safety							
	Days	Apr	May	Jun	Jul	Aug	Price
Highfield Qualifications							
Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	*	£95
Level 2 Award in Food Safety in Catering Refresher (RQF)	4 hours	*	14 Classroom	*	*	*	£145
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	*	£95
Level 3 Award in Food Safety in Catering Refresher (RQF)	3	*	5-7 Classroom	*	*	*	£395
Level 3 Award in Food Safety in Manufacturing Refresher (RQF)	3	*	*	*	*	*	£395

HACCP							
	Days	Apr	May	Jun	Jul	Aug	Price
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