

Microsoft Office

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Microsoft Excel							
Introduction	1	12	6 / 23	4 / 21	1 / 18	1 / 20	£175
Intermediate	1	13	7 / 24	5 / 22	2 / 19	2 / 21	£175
Advanced - Level 1	1	16	16	14	15	16	£175
Advanced - Level 2	1	17	17	15	16	17	£175
Visual Basic	2	*	*	*	*	*	£550
Microsoft Word							
Introduction	1	*	*	6	*	*	£175
Intermediate	1	*	*	7	*	*	£175
Advanced	1	2	*	*	5	*	£175
Microsoft Access							
Introduction	2	*	*	*	*	*	£395
Intermediate	1	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	£250
Microsoft Outlook							
Introduction	1	*	*	*	*	*	£175
Microsoft PowerPoint							
Introduction	1	*	10				£175
Advanced	1	*	*	*	8	*	£175
Microsoft Project							
Introduction	1	5-6	*	11 - 12	*	13 - 14	£395
Advanced	1	*	*	*	*	*	£250
Microsoft Publisher							
Introduction	1	*	*	*	*	*	£175
Microsoft Visio							
Introduction	1	*	*	*	*	*	£250

Microsoft Office 365 Apps

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Introduction to Teams in Office 365							
Introduction	1	*	*	*	*	*	£275
Power BI							
Introduction	2	*	13 - 14	*	*	9 - 10	£695
Power Apps							
Introduction	2	*	*	*	*	*	£975
Power Automate							
Introduction	1	*	*	*	*	*	£650

Web Design

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Wordpress							
Introduction	1	*	3	*	*	*	£250

Cyber Security

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Cyber Security for Business Owners & Leaders	1	*	*	*	*	*	£295
Cyber Security Staff Awareness	1/2	*	*	*	*	*	£99
Preparing for Cyber Essentials Accreditation	1	*	*	*	*	*	£295

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrod Training reserves the right to change dates, prices and course content without notice.

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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	Aug	Sept	Oct	Nov	Dec	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	*	13 - 15 Virtual	*	*	*	£1,050
SharePoint							
Online (Office 365)	3	*	*	*	*	*	£1,050
Window Server							
Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,050

Adobe Creative Suite

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Adobe Creative Cloud Essentials							
Introduction	2	*	*	*	26	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	*	21 Classroom	*	*	£265
Illustrator							
Introduction	2	*	*	*	*	*	£495
Advanced	1	*	*	*	*	*	£265
InDesign							
Introduction	2	*	16 & 17 Virtual	*	22-23 Classroom	*	£495
Advanced	1	*	24 Virtual	*	*	*	£265
Photoshop							
Introduction	2	*	*	*	24-25 Classroom	*	£495
Advanced	1	*	*	20 Classroom	*	*	£265

Digital Marketing

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
SEO & PCC							
Google Adwords	1	*	*	*	*	*	£300
Google Analytics	1	*	*	*	*	*	£300
Search Engine Optimisation (SEO)	2	*	*	*	*	*	£600
Social Media							
Social Media for Business	1/2	*	*	20 Classroom	*	*	£195
LinkedIn & Twitter for B2B Businesses	1/2	*	*	20 Virtual	*	*	£195
Videos							
Filmmaking for Business with Adobe Spark – Beginners	1	*	*	7 Virtual	*	*	£300
Filmmaking for Business with Adobe Spark – Advanced	1	*	*	*	*	*	£300
Video Editing with Adobe Premiere Pro - Beginners	1	*	*	21 Virtual	*	*	£300
Other courses							
Data Visualisation and Infographics	1	*	*	*	*	*	£300
Creative Marketing Strategy	2	*	*	*	*	*	£600
Writing Effective Online Content	1/2	*	21 Virtual	*	*	*	£195

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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

October / November Classroom	1, 14, 28 October and 4, 11 November	£3,200
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Forefront - Team Leader Development

6 Half day sessions - 9am - 1pm

September / October Classroom	16, 23, 30 September, 14, 21 and 28 October	£1,495
October / November Classroom	6, 13, 20 October, 3, 10 and 17 November	£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

September / October Classroom	28 September, 5, 12 and 19 October	£1,250
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Project Management

Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Introduction to Project Management	1	*	*	*	*	*	£250

Agile PM

Foundation	3	16 - 18 Virtual	27 - 29 Virtual	*	8 - 10 Virtual	*	£1,299
Foundation & Practitioner	4	16 - 19 Virtual	27 - 30 Virtual	*	8 - 11 Virtual	*	£1,999

APM

Project Fundamentals	2	11 - 12 Virtual	*	12-13 Classroom	*	*	£795
Project Management	5	2,3,9,10 & 16 Virtual	6,7,13,14 & 20 Virtual	*	8-12 Classroom	*	£1,650

PRINCE2®

Foundation	3	*	27 - 29 Classroom	11 - 13 Virtual	8 - 10 Classroom	*	£795
Foundation & Practitioner	5	*	27 Sept - 1 Oct Classroom	11 - 13 & 21 - 22 Virtual	8 - 12 Classroom	*	£1,295
Practitioner Upgrade	2	*	30 Sept - 1 Oct Classroom	21 - 22 Virtual	11 - 12 Classroom	*	£695

MSP

Foundation	3	23-25 Virtual	*	4-6 Classroom	29 - 1 Dec Virtual	£1,699
Foundation & Practitioner	5	23-26 Virtual	*	4-7 Classroom	29 - 2 Dec Virtual	£2,499

Cambridge	Days	Aug	Sept	Oct	Nov	Dec	Price
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PRINCE2®

Foundation	3	*	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	*	£1,295

Chelmsford	Days	Aug	Sept	Oct	Nov	Dec	Price
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PRINCE2®

Foundation	3	*	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	*	£1,295

London	Days	Aug	Sept	Oct	Nov	Dec	Price
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PRINCE2®

Foundation	2	*	*	*	*	*	£795
Foundation & Practitioner	4.5	*	*	*	*	*	£1,295

For other Project Management venues and dates please visit our website

Business Skills

	Days	Aug	Sept	Oct	Nov	Dec	Price
Assertiveness	1	*	21 Virtual	*	4 Classroom	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	*	£250
Communication Skills	1	4 Classroom	*	*	*	*	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Influencing Skills	1	*	17 Classroom	*	*	*	£250
Minute Taking	1	*	28 Classroom	*	8 Virtual	*	£250
NLP Introduction	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	£250
Presentation Skills	1	2 Virtual	*	8 Classroom	*	*	£250
Report Writing	1	*	*	*	*	*	£250
Time Management	1	*	14 Virtual	*	*	8 Classroom	£250
Train the Trainer	1	10 Classroom	*	12 Virtual	*	2 Classroom	£250
Writing for the Web	1	*	*	*	*	*	£250

Coaching

	Days	Aug	Sept	Oct	Nov	Dec	Price
Coaching Skills	1	*	27 Classroom	*	*	*	£250

Finance

	Days	Aug	Sept	Oct	Nov	Dec	Price
Credit Control	1	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	22 Classroom	*	*	*	£250

HR

	Days	Aug	Sept	Oct	Nov	Dec	Price
Appraisal	1	9 Classroom	*	*	*	*	£250
Conflict Resolution	1	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	*	9 Virtual	*	*	*	£195
HR Essentials for Line Managers	1	*	*	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	£250
Resilience & Wellbeing	1	*	*	*	*	*	£250

Sales & Customer Service

	Days	Aug	Sept	Oct	Nov	Dec	Price
Customer Care	1	*	*	11 Classroom	*	*	£250
Dealing with Difficult People	1	*	*	*	*	*	£250
Handling Customer Complaints	1	*	*	*	*	*	£250
Negotiating Skills	1	*	*	*	*	*	£250
Networking Skills	1/2	*	*	*	*	*	£150

Team Performance

	Days	Aug	Sept	Oct	Nov	Dec	Price
Effective Team Leadership and Motivation	1	16 Classroom	1 Virtual	15 Classroom	*	*	£250
Managing Your Team with Lawful Performance Management	1	*	*	13 am & 14 am Classroom	*	*	£275
Managing You Team Remotely	2 Half Days	*	*	*	*	*	£250

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IOSH							
	Days	Aug	Sept	Oct	Nov	Dec	Price
Safety, Health and Environment for Construction Workers	1	*	29 Classroom	*	30 Classroom	*	£195
Working Safely	1	*	30 Classroom	*	*	*	£170
Managing Safely	3	10 - 12 Virtual	20 - 22 Classroom	11 - 13 Classroom	9 - 11 Virtual	1 - 3 Classroom	£545
Managing Safely Refresher	1	*	*	1 Classroom	*	*	£265
Leading Safely	6 hours	*	2 Classroom	*	*	*	£295

NEBOSH							
	Days	Aug	Sept	Oct	Nov	Dec	Price

NEBOSH Awards

Award in Health and Safety at Work	3	*	6 - 8 Classroom	*	*	6-8 Classroom	£595
HSE Introduction to Incident Investigation	1	*	*	*	*	*	£315

NEBOSH Certificates

National General Certificate - Units: NG1 & NG2	10.5 + exam	NG1: 20, 21, 22, 23 and 24 September, Revision: October 2 August (am), Exam: 4 October, Closing Interview: 11 October NG2: 18, 19, 20, 21 and 22 October, Assignment Submission Date: November					£1,495
National General Certificate - Unit: NG1	5.5 + exams	NG1: 20, 21, 22, 23 and 24 September, Revision: October 2 August (am), Exam: 4 October, Closing Interview: 11 October					£895
National General Certificate - Units: NG2	5	NG2: 18, 19, 20, 21 and 22 October, Assignment Submission Date: November					£895
Construction - Units: NC	10 + exams	Week 1: 13, 14, 15, 16 and 17 September Week 2: 27, 28, 29, 30 September & 1 October, Assignment Release Date: 19 October, Deadline Date: 21 October					£1,495
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 18, 19, 20, 21 and 22 October, Exam: 3 November (9.30am), Assignment Submission Date: 17 November					£850
Fire Certificate - Units: FSC1 & FSC2	5 + exams	FC1: 22, 23, 24, 25 and 26 November, Exam: 15 December, Assignment Submission Date: 5 January 2022					£850

First Aid - Mental Health							
	Days	Aug	Sept	Oct	Nov	Dec	Price

Mental Health England

Mental Health First Aiders	2	*	*	*	*	*	£295
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Food Safety							
	Days	Aug	Sept	Oct	Nov	Dec	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	*	*	*	*	*	£145
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	*	£95
Level 3 Award in Food Safety in Catering Refresher (RQF)	3	*	*	*	*	*	£395
Level 3 Award in Food Safety in Manufacturing Refresher (RQF)	3	*	*	*	*	*	£395

HACCP							
	Days	Aug	Sept	Oct	Nov	Dec	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	*	*	4 - 5 Classroom	*	*	£395