

Microsoft Office

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
---------	------	-----	-----	-----	-----	-----	-------

Microsoft Excel

Introduction	1	1 / 20	6 / 17	3 / 14	1 / 17 / 28	11 / 28	£175
Intermediate	1	2 / 21	7 / 18	4 / 15	2 / 18 / 29	12 / 29	£175
Advanced - Level 1	1	15	20	23	24	25	£175
Advanced - Level 2	1	16	21	24	25	26	£175
Visual Basic	2	*	*	*	*	*	£550

Microsoft Word

Introduction	1	*	10	*	*	5	£175
Intermediate	1	*	11	*	*	6	£175
Advanced	1	*	*	16	*	*	£175

Microsoft Access

Introduction	2	*	*	*	*	*	£395
Intermediate	1	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	£250

Microsoft Outlook

Introduction	1	7	*	*	*	*	£175
--------------	---	---	---	---	---	---	------

Microsoft PowerPoint

Introduction	1	6	*	*	4	*	£175
Advanced	1	*	*	*	*	22	£175

Microsoft Project

Introduction	1	13 - 14	*	10 - 11	30 - 31	*	£395
Advanced	1	*	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	*	*	*	*	£175
--------------	---	---	---	---	---	---	------

Microsoft Visio

Introduction	1	*	*	*	*	*	£250
--------------	---	---	---	---	---	---	------

Microsoft Office 365 Apps

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
---------	------	-----	-----	-----	-----	-----	-------

Introduction to Teams in Office 365

Introduction	1	*	*	*	*	*	£275
--------------	---	---	---	---	---	---	------

Power BI

Introduction	2	9 - 10	*	*	14 - 15	*	£695
--------------	---	--------	---	---	---------	---	------

Power Apps

Introduction	2	6 - 7 Virtual	*	*	*	*	£975
--------------	---	------------------	---	---	---	---	------

Power Automate

Introduction	1	8 Virtual	*	*	*	*	£650
--------------	---	--------------	---	---	---	---	------

Web Design

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
---------	------	-----	-----	-----	-----	-----	-------

Wordpress

Introduction	1	*	*	21	*	*	£250
--------------	---	---	---	----	---	---	------

Cyber Security

Norwich	Days	Dec	Jan	Feb	Mar	Apr	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. Jarrold Training reserves the right to change dates, prices and course content without notice.
 Updated: 24 November 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	Dec	Jan	Feb	Mar	Apr	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	*	*	*	21 - 23 Classroom	*	£1,050
SQL Server							
Install & Admin	3	*	*	7 - 9 Classroom	*	*	£1,050
Programming and Development	3	*	*	*	*	*	£1,050
SharePoint							
Online (Office 365)	3	*	*	*	*	*	£1,050
Window Server							
Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,050

Adobe Creative Suite

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
Adobe Creative Cloud Essentials							
Introduction	1	*	19 Virtual	*	11 Classroom	*	£295
Adobe Creative Design Techniques							
Introduction	1	*	*	*	*	*	£265
Illustrator							
Introduction	2	*	*	*	7 - 8 Classroom	*	£495
Advanced	1	*	*	*	*	*	£265
InDesign							
Introduction	2	*	26 - 27 Classroom	*	*	*	£495
Advanced	1	*	*	*	*	*	£265
Photoshop							
Introduction	2	*	24 - 25 Classroom	*	*	*	£495
Advanced	1	*	28 Classroom	*	*	*	£265

Digital Marketing

Norwich	Days	Dec	Jan	Feb	Mar	Apr	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	*	*	*	*	*	£195
LinkedIn & Twitter for B2B Businesses	1/2	*	*	*	*	*	£195
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	*	*	*	*	*	£300
Other courses							
Data Visualisation and Infographics	1	*	*	*	*	*	£300
Creative Marketing Strategy	2	*	*	*	*	*	£600
Writing Effective Online Content	1/2	*	*	*	*	*	£195

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.

Updated: 24 November 2021

Book online: jarroldtraining.co.uk or email: bookings@jarroldtraining.co.uk

St James' Mill, Whitefriars, Norwich NR3 1SH | Tel: 01603 677107

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	8, 15, 22 September, 6, 13, 20 October	£3,200
------------------------------	--	--------

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
-------------------------------	------------------------------------	--------

Project Management

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
Introduction to Project Management	1	*	28 Classroom	*	*	*	£250

Agile PM

Foundation	3	*	*	*	*	14-17	£1,299
Foundation & Practitioner	4	*	*	*	*	*	£1,999

APM

Project Fundamentals	2	*	31 Jan - 1 Feb Classroom	*	*	*	£795
Project Management	5	*	*	*	*	*	£1,650

PRINCE2 ®

Foundation	3	*	24 - 26 Classroom	*	21 - 23 Classroom	*	£795
Foundation & Practitioner	5	*	24 - 28 Classroom	*	21 - 25 Classroom	*	£1,295
Practitioner Upgrade	2	*	27 - 28 Classroom	*	24 - 25 Classroom	*	£695

MSP

Foundation	3		*	*	*	*	£1,699
Foundation & Practitioner	5		*	*	*	*	£2,499

Cambridge

Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295

Chelmsford

Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	*	*	*	*	£1,295

London

Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	2	*	*	*	*	£795
Foundation & Practitioner	4.5	*	*	*	*	£1,295

For other Project Management venues and dates please visit our website

Business Skills							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Assertiveness	1	*	26 Classroom	*	*	*	£250
Bids & Tender Writing	1	*	*	*	*	20 Classroom	£250
Business Writing Skills	1	*	*	*	*	*	£250
Communication Skills	1	*	*	*	28 Classroom	*	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Influencing Skills	1	*	*	21 Classroom	*	*	£250
Minute Taking	1	*	10 Classroom	*	11 Classroom	*	£250
NLP Introduction	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	£250
Presentation Skills	1	*	20 Classroom	*	*	8 Classroom	£250
Report Writing	1	*	*	*	29 Classroom	*	£250
Time Management	1	8 Classroom	*	*	7 Classroom	*	£250
Train the Trainer	1	2 Classroom	*	28 Classroom	*	1 Classroom	£250
Writing for the Web	1	*	*	*	*	*	£250

Coaching							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Coaching Skills	1	6 Classroom	*	9 Classroom	*	*	£250

Finance							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Credit Control	1	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	*	*	24 Classroom	*	£250

HR							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Appraisal	1	*	*	*	*	*	£250
Conflict Resolution	1	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	*	*	*	*	*	£195
HR Essentials for Line Managers	1	*	*	*	*	*	£250
Managing Stress and Workplace Pressure	1	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	14 Classroom	*	£250
Resilience & Wellbeing	1	15 Classroom	*	*	*	*	£250

Sales & Customer Service							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Customer Care	1	*	*	3 Classroom	*	*	£250
Dealing with Difficult People	1	*	31 Classroom	*	*	*	£250
Handling Customer Complaints	1	*	*	*	*	*	£250
Negotiating Skills	1	*	*	*	8 Classroom	*	£250
Networking Skills	1/2	*	*	*	*	*	£150

Team Performance							
	Days	Dec	Jan	Feb	Mar	Apr	Price
Effective Team Leadership and Motivation	1	*	12 Classroom	*	4 Classroom	*	£250
Managing Your Team with Lawful Performance Management	1	*	*	*	*	*	£275
Managing Your Team Remotely	2 Half Days	*	*	*	*	*	£250

IOSH

	Days	Dec	Jan	Feb	Mar	Apr	Price
Safety, Health and Environment for Construction Workers	1	*	*	*	*	*	£195
Working Safely	1	*	20 Classroom	*	*	*	£170
Managing Safely	3	1 - 3 Classroom	17 - 19 Classroom	23 - 25 Classroom	21 - 22 Classroom	*	£545
Managing Safely Refresher	1	*	*	*	*	*	£265
Leading Safely	6 hours	*	*	*	*	*	£295

NEBOSH

	Days	Dec	Jan	Feb	Mar	Apr	Price
NEBOSH Awards							
Award in Health and Safety at Work	3	6-8 Classroom	*	*	*	*	£595
HSE Introduction to Incident Investigation	1	*	*	*	*	*	£315

NEBOSH Certificates

National General Certificate - Units: NG1 & NG2	10.5 + exam	7, 8, 9, 10 and 11 February, Revision: 28 February (am), Exam: 2 March, Closing Interview: 9 March 14, 15, 16, 17 and 18 March, Assignment Submission Date: November					£1,495
Construction Certificate - Units: NC	10 + exams	7, 8, 9, 10, 11, 21, 22, 23, 24 and 25 February Assignment Release Date: 1 March, Submission Deadline: 3 March, Closing Interview: 10 March					£1,495
Environmental Certificate - Units: EMC1 & EMC2	5 + exams	25, 26, 27, 28 and 29 April, Exam: 4 May, Closing Interview 10 May					£850
Fire Certificate - Units: FSC1 & FSC2	5 + exams	24, 25, 26, 27 and 28 January, Exam: 2 February, Assignment Submission Date: 18 February					£850
HSE Certificate in Health and Safety Leadership Excellence	1	1 March					£325

First Aid

	Days	Dec	Jan	Feb	Mar	Apr	Price
Qualsafe							
Emergency First Aid at Work Level 3 Award	1		24 Classroom	*	*	22 Classroom	£95
First Aid at Work Level 3 Award	3	*	31 Jan - 2 Feb Classroom	*	2 - 4 Classroom	*	£315

Mental Health England

Mental Health First Aiders	2	*	*	14 - 15 Classroom	*	*	£295
----------------------------	---	---	---	----------------------	---	---	------

Food Safety

	Days	Dec	Jan	Feb	Mar	Apr	Price
Highfield Qualifications							
Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	*	£145
Level 2 Award in Food Safety in Catering Refresher (RQF)	4 hours	*	*	*	*	*	£95
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	*	*	21 - 23 Classroom	*	*	£395

HACCP

	Days	Dec	Jan	Feb	Mar	Apr	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	*	13-14 Classroom	*	*	*	£395

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.

Updated: 24 November 2021

Page 5 of 5

Book online: jarroldtraining.co.uk or email: bookings@jarroldtraining.co.uk

St James' Mill, Whitefriars, Norwich NR3 1SH | Tel: 01603 677107