

**Microsoft Office**

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
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**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
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**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
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**Microsoft Visio**

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

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

Introduction	1	*	*	*	*	*	£275
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**Power BI**

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

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

Introduction	1	8 Virtual	*	*	*	*	£650
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**Web Design**

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
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**Wordpress**

Introduction	1	*	*	21	*	*	£250
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**Cyber Security**

Norwich	Days	Dec	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

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Updated: 24 November 2021

Book online: [jarroldtraining.co.uk](http://jarroldtraining.co.uk) or email: [bookings@jarroldtraining.co.uk](mailto:bookings@jarroldtraining.co.uk)

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

### Technical & Programming

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
<b>C# .Net Programming</b>							
Introduction	3	*	*	*	*	*	£1,050
Developing Windows Applications	3	*	*	*	*	*	£1,050
<b>Exchange Server</b>							
Installing and Managing	3	*	*	*	*	*	£1,050
<b>PowerShell</b>							
Administration and Scripting	3	*	*	*	21 - 23 Classroom	*	£1,050
<b>SQL Server</b>							
Install & Admin	3	*	*	*	*	*	£1,050
Programming and Development	3	*	*	7 - 9 Classroom	*	*	£1,050
<b>SharePoint</b>							
Online (Office 365)	3	*	*	*	*	*	£1,050
<b>Window Server</b>							
Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,050

### Adobe Creative Suite

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

### Digital Marketing

Norwich	Days	Dec	Jan	Feb	Mar	Apr	Price
<b>SEO &amp; PCC</b>							
Google Adwords	1	*	*	*	*	*	£300
Google Analytics	1	*	*	*	*	*	£300
Search Engine Optimisation (SEO)	2	*	*	*	*	*	£600
<b>Social Media</b>							
Social Media for Business	1/2	*	*	*	*	*	£195
LinkedIn & Twitter for B2B Businesses	1/2	*	*	*	*	*	£195
<b>Videos</b>							
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
<b>Other courses</b>							
Data Visualisation and Infographics	1	*	*	*	*	*	£300
Creative Marketing Strategy	2	*	*	*	*	*	£600
Writing Effective Online Content	1/2	*	*	*	*	*	£195

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Updated: 24 November 2021

**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
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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
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October / November Classroom	6, 13, 20 October, 3, 10 and 17 November	£1,495
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November / December Classroom	2, 9, 16, 30 November, 7 and 14 December	£1,495
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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	Dec	Jan	Feb	Mar	Apr	Price
Introduction to Project Management	1	*	28 Classroom	*	*	*	£250

**Agile PM**

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

Project Fundamentals	2	*	31 Jan - 1 Feb Classroom	*	*	*	£795
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Project Management	5	*	*	*	*	*	£1,650
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**PRINCE2®**

Foundation	3	*	24 - 26 Classroom	*	21 - 23 Classroom	*	£995
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Foundation & Practitioner	5	*	24 - 28 Classroom	*	21 - 25 Classroom	*	£1,695
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Practitioner Upgrade	2	*	27 - 28 Classroom	*	24 - 25 Classroom	*	£950
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**MSP**

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

	Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	3	*	*	*	*	*	£795

Foundation & Practitioner	5	*	*	*	*	*	£1,295
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**Chelmsford**

	Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	3	*	*	*	*	*	£795

Foundation & Practitioner	5	*	*	*	*	*	£1,295
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**London**

	Days	Dec	Jan	Feb	Mar	Apr	Price
Foundation	2	*	*	*	*	*	£795

Foundation & Practitioner	4.5	*	*	*	*	*	£1,295
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**For other Project Management venues and dates please visit our website**

**Book online: [jarroldtraining.co.uk](http://jarroldtraining.co.uk) or email: [bookings@jarroldtraining.co.uk](mailto:bookings@jarroldtraining.co.uk)**  
**St James' Mill, Whitefriars, Norwich NR3 1SH | Tel: 01603 677107**

**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 Pressue	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	*	*	7 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 You Team Remotely	2 Half Days	*	*	*	*	*	£250

**IOSH**

	Days	Dec	Jan	Feb	Mar	Apr	Price
Safety, Health and Environment for Construction Workers	1	*	*	*	7 Classroom	*	£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	9 Classroom	*	*	1 Classroom	*	£265
Leading Safely	6 hours	*	*	22 Classroom	*	*	£295

**NEBOSH**

	Days	Dec	Jan	Feb	Mar	Apr	Price
<b>NEBOSH Awards</b>							
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 Deadling: 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
<b>Qualsafe</b>							
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
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**Food Safety**

	Days	Dec	Jan	Feb	Mar	Apr	Price
<b>Highfield Qualifications</b>							
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
<b>Highfield Qualifications</b>							
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