

Microsoft Office

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Microsoft Excel

Introduction	1	2 / 13 / 28	11	11 / 22	8 / 19	5 / 21	£225
Intermediate	1	3 / 14 / 29	12	12 / 23	9 / 20	6 / 22	£225
Advanced - Level 1	1	23	18	18	22	25	£225
Advanced - Level 2	1	24	19	19	23	26	£225
Visual Basic	2	*	*	*	*	*	£550

Microsoft Word

Introduction	1	*	*	*	*	*	£225
Intermediate	1	*	*	*	*	*	£225
Advanced	1	*	*	*	*	*	£225

Microsoft Access

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

Microsoft Outlook

Introduction	1	*	*	*	*	*	£250
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Microsoft PowerPoint

Introduction	1	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	£250

Microsoft Project

Introduction	2	20 - 21	*	*	15 - 16	*	£450
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Microsoft Office 365 Apps

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

Introduction	1	*	*	*	*	*	£275
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Power BI

Introduction	2	*	4 - 5	*		*	£695
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Power Apps

Introduction	2	*	*	*	*	*	£975
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Power Automate

Introduction	1	*	*	*	*	*	£650
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Web Design

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Wordpress

Introduction	1	*	*	*	5	*	£250
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Data Protection

	Days	Nov	Dec	Jan	Feb	Mar	Price
GDPR – Data protection in the workplace	1/2	*	30 (am) Virtual	*	*	*	£250

Cyber Security

Cyber Security for Business Owners & Leaders	These courses are available as in-house / bespoke training. Contact us for more details
Cyber Security Staff Awareness	
Preparing for Cyber Essentials Accreditation	

Technical & Programming

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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C# .Net Programming

Introduction	3	*	*	*	*	*	£1,395
Developing Windows Applications	3	*	*	*	*	*	£1,395

Exchange Server

Installing and Managing	3	*	*	*	*	*	£1,395
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PowerShell

Administration and Scripting	3	*	*	*	*	*	£1,395
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SQL Server

Install & Admin	3	*	*	*	*	*	£1,395
Programming and Development	3	*	*	*	*	*	£1,395

SharePoint

Online (Office 365)	3	*	*	*	*	*	£1,395
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Window Server

Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,395
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Adobe Creative Suite

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Adobe Creative Cloud Essentials

Introduction	1	*	*	*	*	*	£375
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Adobe Creative Design Techniques

Introduction	1	*	*	*	*	*	£375
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Illustrator

Introduction	2	*	*	31 Jan - 1 Feb	*	*	£495
Advanced	1	*	*	*	*	15	£375

InDesign

Introduction	2	8 - 9	*	29 - 30	*	13 - 14	£495
Advanced	1	*	*	*	*	*	£375

Photoshop

Introduction	2	6 - 7	*	*	*	11 - 12	£495
Advanced	1	*	*	*	2	*	£375

Digital Marketing

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Social Media

Social Media Marketing for Business	1/2	*	*	*	*	*	£195
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SEO & PCC

SEO Essentials: Strategies To Boost Your Organic Rankings	1/2	*	*	*	*	*	£195
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Videos

Create Video Animation with Adobe After Effects and Illustrator	2	*	*	*	*	*	£600
Filmmaking for Business with Adobe Express – Beginners	1	*	*	*	*	*	£300
Video Editing with Adobe Premiere Pro – Beginners	1	*	*	*	*	*	£300

Other courses

Data Visualisation and Infographics	These courses are available as in-house / bespoke training. Contact us for more details
Creative Marketing Strategy	
Writing Effective Online Content	

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	3, 10, 17, 31 October, 7 and 14 November	£3,200
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Forefront with ILM Level 3 Award in First Line Management - Team Leader Development - 6 half day sessions - 9am - 1pm

October - November Classroom	2, 9, 16, 30 October, 6 and 13 November	£1,695
October - November Classroom	4, 11, 18 October, 1, 8 and 15 November	£1,695
November - December Classroom	2, 9, 16, 30 November, 7 and 14 December	£1,695
November - December Virtual	6, 13, 20 November, 4, 11 and 18 December	£1,695

Elevate – Advancing Female Leadership for Business and Career Success - 5 half day sessions - 9am - 1pm

October - November Classroom	10, 17, 31 October, 7 and 14 November	£1,395
November Virtual	2, 9, 16, 23 and 30 November	£1,395

Empower - Communication & Influencing Skills - 1 full day and 3 half day sessions - 9am - 1pm

November Classroom	3, 10, 17 and 24 November	£1,250
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Supervisory Skills

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
Introduction to Supervisory Skills	2	*	11 - 12	*	5 - 6	*	£495
Further Supervisory Skills	2	*	6 - 7	*	*	4 - 5	£495

Team Performance

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
Effective Team Leadership and Motivation	1	*	6	*	9	26	£250
Managing Your Team with Lawful Performance Management	1	14	*	*	*	*	£325

Coaching

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
Coaching Skills	1	*	1	*	*	*	£275

Business Skills & Soft Skills

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
Assertiveness	1	13	*	18	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	*	£250
Communication Skills	1	*	5	*	7	*	£250
Conducting Effective Meetings	1	*	*	15	*	*	£250
Critical Thinking	1	*	*	*	*	*	£250
Influencing Skills	1	*	13	*	*	*	£250
Insights Discovery Workshop	1/2	*	*	*	*	*	£395
Minute Taking	1	10	*	24	13 Virtual	1	£250
NLP Introduction	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	£250
Presentation Skills	1	*	8	*	26	*	£250
Project Management Introduction	1	*	5	*	12	*	£285
Report Writing	1	*	*	*	*	*	£250
Solving Problems and Making Decisions	1	*	*	*	*	*	£295
Time Management	1	*	*	17	*	18	£250
Train the Trainer	1	*	6	*	6	*	£285
Level 2 Introduction to Trainer Skills - City & Guilds Accredited	1	*	*	*	*	*	£595

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.

Sales & Customer Service

	Days	Nov	Dec	Jan	Feb	Mar	Price
Customer Service	1	*	*	22	*	*	£250
Dealing with Difficult People	1	6	*	*	*	*	£250
Handling Customer Complaints	1/2	*	*	*	*	*	£215
Negotiating Skills	1	*	*	10	*	*	£285

Finance

	Days	Nov	Dec	Jan	Feb	Mar	Price
Credit Control	1	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	15	*	*	*	*	£285

HR

	Days	Nov	Dec	Jan	Feb	Mar	Price
Appraisal	1	21	*	*	*	*	£250
Conflict Resolution	1	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	29	*	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	£250
Resilience & Wellbeing	1	30	*	*	*	*	£250

Project Management

	Days	Nov	Dec	Jan	Feb	Mar	Price
Introduction to Project Management	1	*	5	*	15	*	£285

Agile PM

Foundation	3	13 - 15 Virtual	4 - 6 Virtual	*	*		£1,299
Foundation & Practitioner	4	13 - 16 Virtual	4 - 7 Virtual	*	*		£2,095

APM

Project Fundamentals	2	16 - 17 Virtual	*	*	19 - 20	*	£995
Project Management	5	*	*	15 - 19	*	*	£1,995

PRINCE2®

Foundation	3	13 - 15	*	22 - 24	*	11 - 13	£1,295
Foundation & Practitioner	5	13 - 17	*	22 - 26	*	11 - 15	£1,995
Practitioner Upgrade	2	16 - 17	*	25 - 26	*	14 - 15	£1,295

Change Management

Foundation	3	*	*	*	*	*	£549
Foundation & Practitioner	5	*	*	*	*	*	£999

For other Project Management venues and dates please visit our website

Procurement

	Days	Nov	Dec	Jan	Feb	Mar	Price
Fundamentals of Procurement	1	*	*	*	*	*	£450
Contract Management		*	*	*	*	*	£450

IOSH							
	Days	Nov	Dec	Jan	Feb	Mar	Price
Safety, Health and Environment for Construction Workers	1	*	*	*	*	*	£195
Working Safely	1	*	*	18	*	*	£175
Managing Safely	3	14 - 16 / 22 - 24	6 - 8 / 18 - 20	10 - 1 / 15 - 17	21 - 23	25 - 27	£545
Managing Safely Refresher	1	9	*	*	*	*	£255
Leading Safely	6 hours	*	*	*	*	*	£295
Managing Occupational Health and Wellbeing	1	*	*	*	*	*	£199
Avoiding Danger from Underground Services	1	*	*	11	*	*	£275

NEBOSH								
	Days	Nov	Dec	Jan	Feb	Mar	Price	
NEBOSH Awards								
Award in Health and Safety at Work	3	6 - 8	*	*	*	*	£595	
HSE Introduction to Incident Investigation	1	*	*	*	*	*	£315	
NEBOSH Certificates								
HSE Certificate in Health and Safety Leadership Excellence	1	13	*	*	*	*	£325	
National General Certificate	10 + exam	Next course starts 27 November 2024						£1,795
Construction Certificate	10 + exams	Next course starts 4 March 2024						£1,795
Environmental Certificate	5 + exams	Next course starts 1 May 2024						£995
Fire Certificate	5 + exams	Next course starts 22 April 2024						£995
NEBOSH Dipolma								
Level 6 Diploma For Occupational Health & Safety Management	30 + exams	Next course starts 22 January 2024						£5,995

Please visit our website for the full course information and future start dates

Other Health & Safety Accredited Courses							
	Days	Nov	Dec	Jan	Feb	Mar	Price
CITB Site Safety Plus							
SMSTS – CITB Site Management Safety Training Scheme	1	20-24	*	22-25	22-26	22-27	£655
SSSTS – CITB Site Supervision Safety Training Scheme	1	*	*	*	*	*	£385
IEMA							
Foundation Certificate In Environmental Management	5	*	*	19, 26 Jan, 2, 9 and 16 Feb		*	£995

First Aid							
	Days	Nov	Dec	Jan	Feb	Mar	Price
Qualsafe							
Emergency First Aid at Work Level 3 Award	1	22	*	29	*	*	£110
First Aid at Work Level 3 Award	3	28 - 30	*	30 Jan - 1 Feb	*	*	£330
Mental Health England							
Mental Health First Aiders	2	*	4 - 5	*	*	*	£325
Mental Health First Aid Champions	1	*	*	*	*	*	£200
Mental Health Awareness	4 hours	*	*	*	*	*	£125

Elearning	
Introduction to Health and Safety in the Workplace	This elearning package is available as in-house / bespoke training. Contact us for more details
Contact us for details on our other elearning course packages	
Please view our Health and Safety Brochure for a full list of courses available	

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