Jarrold Training

Microsoft Office

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Microsoft Excel								
Introduction	1	11 / 22	8 / 19	5 / 21	*	*	*	£225
Intermediate	1	12 / 23	9 / 20	6 / 22	*	*	*	£225
Advanced - Level 1	1	18	22	25	*	*	*	£225
Advanced - Level 2	1	19	23	26	*	*	*	£225
Visual Basic	2	*	*	*	22 - 23	*	*	£550
Microsoft Word								
Introduction	1	*	12	*	*	*	*	£225
Intermediate	1	*	13	*	*	*	*	£225
Advanced	1	*	*	*	*	*	*	£225
Microsoft Access								
Introduction	2	*	*	*	*	*	*	£395
Intermediate	1	*	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	*	£250
Microsoft Outlook								
Introduction	1	*	*	*	*	*	*	£250
Microsoft PowerPoint								
Introduction	1	*	*	*	*	*	*	£250
Advanced	1	*	*	*	*	*	*	£250
Microsoft Project								
Introduction	2	*	15 - 16	*	*	*	*	£450

Microsoft Office 365 Apps

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Introduction to Teams in Office 365								
Introduction	1	*	*	*	*	*	*	£275
Power BI								
Introduction	2	*	29 Feb - 1 Mar	*	*	*	*	£695
Power Apps								
Introduction	2	*	*	*	*	*	*	£975
Power Automate								
Introduction	1	*	*	*	*	*	*	£650

Web Design

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Wordpress								
Introduction	1	*	5	*	*	*	*	£250

Data Protection

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
GDPR – Data protection in the workplace	1/2	*	*	*				£250

Cyber Security

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

Jarrold Training

Technical & Programming

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
C# .Net Programming								
Introduction	3	*	*	*	*	*	*	£1,395
Developing Windows Applications	3	*	*	*	*	*	*	£1,395
Exchange Server								
Installing and Managing	3	*	*	*	*	*	*	£1,395
PowerShell								
Administration and Scripting	3	*	*	*	*	*	*	£1,395
SQL Server								
Install & Admin	3	*	*	*	*	*	*	£1,395
Programming and Development	3	*	26-28	*	*	*	*	£1,395
SharePoint								
Online (Office 365)	3	*	*	*	*	*	*	£1,395
Window Server								
Configuring, Managing and Maintaining	3	*	*	*	*	*	*	£1,395

Adobe Creative Suite

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Adobe Creative Cloud Essentials								
Introduction	1	*	*	*	*	*	*	£375
Adobe Creative Design Techniques								
Introduction	1	*	*	*	*	*	*	£375
Illustrator								
Introduction	2	31 Jan - 1 Feb	*	*	*	*	*	£495
Advanced	1	*	*	15	*	*	*	£375
InDesign								
Introduction	2	29 - 30	*	13 - 14	*	*	*	£495
Advanced	1	*	*	*	*	*	*	£375
Photoshop								
Introduction	2	*	*	11 - 12	*	*	*	£495
Advanced	1	*	2	*	*	*	*	£375

Digital Marketing

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Social Media								
Introduction to Social Media	1/2	*	15	*	*	*	*	£195
SEO & PCC								
Google Analytics 4	1/2	*	*	13	*	*	*	£195
SEO Essentials: Strategies To Boost Your Organic Rankings	1/2	*	13	*	*	*	*	£195
Videos								
Create Video Animation with Adobe After Effects and Illustrator	2	*	8-9	*	*	*	*	£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	1	*	*	7	*	*	*	£350
Creative Marketing Strategy								
Writing Effective Online Content		These courses are available as in-house / bespoke training. Contact us for more details						

Jarrold Training

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

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

Supervisiory Skills

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Introduction to Supervisory Skills	2	*	5 - 6	*	25 - 26	*	*	£495
Further Supervisory Skills	2	*	*	4 - 5	*	*	*	£495

Team Performance

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Effective Team Leadership and Motivation	1	*	9	26	*	13	*	£250
Managing Your Team with Lawful Performance Management	1	*	6	*	*	*	*	£325

Coaching

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Coaching Skills	1	*	*	1	*	*	*	£275

Business Skills & Soft Skills

Norwich	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Assertiveness	1	18	*	*	29	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	*	*	£250
Communication Skills	1	*	7	*	22	*	*	£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	24	13 Virtual	1	*	20	*	£250
NLP Introduction	1	*	*	*	30	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	*	£250
Presentation Skills	1	*	26	*	*	14	*	£250
Project Management Introduction	1	*	12	24	*	*	21	£285
Report Writing	1	*	*	*	*	*	*	£250
Solving Problems and Making Decisions	1	*	*	*	*	*		£295
Time Management	1	17	*	18	*	*	5	£250
Train the Trainer	1	*	5	*	16	*	27	£285
Level 2 Introduction to Trainer Skills - City & Guilds Accredted	1	*	*	*	*	*	*	£595

19-Jan-24

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

Course Schedule:	**Sales Customer Services** **Finance** **HR** **Project Managament** **Procurement**

Sales & Customer Service

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Customer Service	1	22	*	25	*	*	*	£250
Dealing with Difficult People	1	*	*	27	*	*	*	£250
Handling Customer Complaints	1/2	*	*	*	*	*	*	£215
Negotiating Skills	1	10	*	*	*	*	*	£285

Finance

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Credit Control	1	*	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	*	*	*	*	*	£285

HR

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Appraisal	1	*	*	*	*	*	*	£250
Conflict Resolution	1	*	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	*	*	*	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	*	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	*	£250
Resilience & Wellbeing	1	*	*	*	*	*	*	£250

Project Management

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Introduction to Project Management	1	*	15	*	24	*		£285
Agile PM								
Foundation	3	*	*					£1,299
Foundation & Practitioner	4	*	*					£2,095
APM								
Project Fundamentals	2	*	19 - 20	*		1 - 2		£995
Project Management	5	15 - 19	*	*	*	20 - 24	*	£1,995
PRINCE2 ®								
Foundation	3	22 - 24	*	11 - 13		13 - 15		£1,295
Foundation & Practitioner	5	22 - 26	*	11 - 15		13 - 17		£1,995
Practitioner Upgrade	2	25 - 26	*	14 - 15		16 - 17		£1,295
Change Management								
Foundation	3	*	*	*				£549
Foundation & Practitioner	5	*	*	*				£999
For other Project Management venues and dates please visit our website								

Procurement

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Fundamentals of Procurement	1	*	*	*	*	*	*	£450
Contract Management		*	*	*	*	*	*	£450

19-Jan-24

Course Schedule:

IOSH
NEBOSH
Plant & Construction
First Aid
Elearning

Jarrold Training

IOSH

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Safety, Health and Environment for Construction Workers	1	*	*	*	*	*	*	£195
Working Safely	1	18	*	*	*	*	*	£175
Managing Safely	3	10 - 1 / 15 - 17	21 - 23	25 - 27	29 April - 1 May	29 -31	24 - 26	£545
Managing Safely Refresher	1	*	26	*	*	*	*	£255
Leading Safely	6 hours	*	*	*	*	*	*	£295
Managing Occupational Health and Wellbeing	1	*	*	*	*	*	*	£199
Avoiding Danger from Underground Services	1	11	*	*	*	*	*	£275

NEBOSH

	Days	Jan	Feb	Mar	Apr	May	Jun	Price

NEBOSH Awards

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Award in Health and Safety at Work	3	*	*	*	*	*	*	£595
HSE Introduction to Incident Investigation	1	*	*	*	*	*	*	£315

NEBOSH Certificates

	Days							Price
HSE Certificate in Health and Safety Leadership Excellence	1	*	*	*	*	*	*	£325
National General Certificate	10 + exam	Next course starts 5 Fenruary 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

	Days							Price
Level 6 Diploma For Occupational Health & Safety Management	30 + exams	Next course starts 22 July 2024						£5,995

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

Other Health & Safety Accredited Courses

	Days	Jan	Feb	Mar	Apr	May	Jun	Price

CITB Site Safety Plus

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
SMSTS – CITB Site Management Safety Training Scheme	1	*	*	*	*	*	*	£655
SSSTS – CITB Site Supervision Safety Training Scheme	1	*	*	*	*	*	*	£385

IEMA

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Foundation Certificate In Environmental Management	5	19, 26 Jan, 2, 9 and 16 Feb		*	*	*	*	£995

First Aid

	Days	Jan	Feb	Mar	Apr	May	Jun	Price

Qualsafe

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Emergency First Aid at Work Level 3 Award	1	29	*	*	18	*	*	£110
First Aid at Work Level 3 Award	3	30 Jan - 1 Feb	*	*	*	*	*	£330

Mental Health England

	Days	Jan	Feb	Mar	Apr	May	Jun	Price
Mental Health First Aiders	2	*	*	22 - 23	*	30 - 31	*	£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

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