

Microsoft Office

| Norwich | Days | May | Jun | Jul | Aug | Price |
|---------|------|-----|-----|-----|-----|-------|
|---------|------|-----|-----|-----|-----|-------|

Microsoft Excel

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|--------------------|---|--------|--------|--------|--------|------|
| Introduction | 1 | 2 / 13 | 3 / 20 | 2 / 17 | 2 / 15 | £225 |
| Intermediate | 1 | 3 / 14 | 4 / 21 | 3 / 18 | 5 / 16 | £225 |
| Advanced - Level 1 | 1 | 28 | 27 | 22 | 20 | £225 |
| Advanced - Level 2 | 1 | 29 | 28 | 23 | 21 | £225 |
| Visual Basic | 2 | * | * | * | * | £550 |

Microsoft Word

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|--------------|---|---|---|---|----|------|
| Introduction | 1 | * | * | * | 13 | £225 |
| Intermediate | 1 | 7 | * | * | 14 | £225 |
| Advanced | 1 | * | * | * | * | £225 |

Microsoft Access

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

Microsoft Outlook

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|--------------|---|---|---|---|---|------|
| Introduction | 1 | * | * | * | * | £250 |
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Microsoft PowerPoint

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|--------------|---|---|---|---|---|------|
| Introduction | 1 | * | * | * | * | £250 |
| Advanced | 1 | * | * | * | * | £250 |

Microsoft Project

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|--------------|---|---|-----------------|---------|---|------|
| Introduction | 2 | * | 6 - 7 / 24 - 25 | 30 - 31 | * | £450 |
|--------------|---|---|-----------------|---------|---|------|

Microsoft Office 365 Apps

| Norwich | Days | May | Jun | Jul | Aug | Price |
|---------|------|-----|-----|-----|-----|-------|
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Introduction to Teams in Office 365

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

Power BI

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|--------------|---|---------|---------|---------|---|------|
| Introduction | 2 | 20 - 21 | 17 - 18 | 25 - 26 | * | £695 |
|--------------|---|---------|---------|---------|---|------|

Power Apps

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|--------------|---|---|---|---|---|------|
| Introduction | 2 | * | * | * | * | £975 |
|--------------|---|---|---|---|---|------|

Power Automate

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|--------------|---|---|---|---|---|------|
| Introduction | 1 | * | * | * | * | £650 |
|--------------|---|---|---|---|---|------|

Web Design

| Norwich | Days | May | Jun | Jul | Aug | Price |
|---------|------|-----|-----|-----|-----|-------|
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Wordpress

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

Data Protection

| | Days | May | Jun | Jul | Aug | Price |
|-----------------------------------------|------|-----|-----------------|-----|-----|-------|
| GDPR – Data protection in the workplace | 1/2 | * | 10 (am) Virtual | * | * | £250 |

Cyber Security

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|----------------------------------------------|-----------------------------------------------------------------------------------------|
| 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 | May | Jun | Jul | Aug | Price |
|---------|------|-----|-----|-----|-----|-------|
|---------|------|-----|-----|-----|-----|-------|

C# .Net Programming

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

Exchange Server

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|-------------------------|---|---|---|---|---|--------|
| Installing and Managing | 3 | * | * | * | * | £1,395 |
|-------------------------|---|---|---|---|---|--------|

PowerShell

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|------------------------------|---|---|---|---|---|--------|
| Administration and Scripting | 3 | * | * | * | * | £1,395 |
|------------------------------|---|---|---|---|---|--------|

SQL Server

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

SharePoint

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|---------------------|---|---|---|---|---|--------|
| Online (Office 365) | 3 | * | * | * | * | £1,395 |
|---------------------|---|---|---|---|---|--------|

Window Server

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

| Norwich | Days | May | Jun | Jul | Aug | Price |
|---------|------|-----|-----|-----|-----|-------|
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Adobe Creative Cloud Essentials

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

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|--------------|---|---|---|---|---|------|
| Introduction | 1 | * | * | * | * | £375 |
|--------------|---|---|---|---|---|------|

Illustrator

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|--------------|---|---|-------|---|---|------|
| Introduction | 2 | * | 12-13 | * | * | £495 |
| Advanced | 1 | * | 14 | * | * | £375 |

InDesign

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|--------------|---|---|-------|---|---|------|
| Introduction | 2 | * | 10-11 | * | * | £495 |
| Advanced | 1 | * | * | * | * | £375 |

Photoshop

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|--------------|---|---|---|---|---|------|
| Introduction | 2 | * | * | * | * | £495 |
| Advanced | 1 | * | * | * | * | £375 |

Digital Marketing

| Norwich | Days | May | Jun | Jul | Aug | Price |
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Social Media

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|------------------------------|-----|---|---|---|---|------|
| Introduction to Social Media | 1/2 | * | * | * | * | £195 |
|------------------------------|-----|---|---|---|---|------|

SEO & PCC

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|-----------------------------------------------------------|-----|---|---|---|---|------|
| Google Analytics 4 | 1/2 | * | * | * | * | £195 |
| SEO Essentials: Strategies To Boost Your Organic Rankings | 1/2 | * | * | * | * | £195 |

Videos

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|-----------------------------------------------------------------|---|---|---------|---|---|------|
| Create Video Animation with Adobe After Effects and Illustrator | 2 | * | 19 (am) | * | * | £600 |
| Filmmaking for Business with Adobe Express – Beginners | 1 | * | * | * | * | £300 |
| Video Editing with Adobe Premiere Pro – Beginners | 1 | * | * | * | * | £300 |

Other courses

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|-------------------------------------|-----------------------------------------------------------------------------------------|---|---|---|---|------|
| Data Visualisation and Infographics | 1 | * | * | * | * | £350 |
| Creative Marketing Strategy | These courses are available as in-house / bespoke training. Contact us for more details | | | | | |
| 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

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|-------------------------------|--------------------------------------------|--------|
| June - July Classroom | 6, 13, 20 June, 4, 11 and 18 July | £3,200 |
| September - October Classroom | 20, 27 September, 4, 11, 18 and 25 October | £3,200 |

Forefront with ILM Level 3 Award in First Line Management - Team Leader Development - 6 half day sessions - 9am - 1pm

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| June - July (1) Classroom | 4, 11, 18 June, 2, 9 and 16 July | £1,695 |
| June - July (2) Classroom | 13, 20, 27 June, 4, 11 and 18 July | £1,695 |
| September - October Classroom | 12, 19, 26 September, 3, 10 and 17 October | £1,695 |

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

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| May - June Classroom | 16, 23 May, 6, 13 and 20 June | £1,395 |
| November - December Virtual | 6, 13, 20, 27 November and 4 December | £1,395 |

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

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| October Classroom | 2, 9, 16 and 23 October | £1,250 |
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Supervisory Skills

| Norwich | Days | May | Jun | Jul | Aug | Price |
|------------------------------------|------|-----|-----|-----|-----|-------|
| Introduction to Supervisory Skills | 2 | * | * | * | * | £550 |
| Further Supervisory Skills | 2 | * | * | * | * | £550 |

Team Performance

| Norwich | Days | May | Jun | Jul | Aug | Price |
|-------------------------------------------------------|------|-----|-----|-----|-----|-------|
| Effective Team Leadership and Motivation | 1 | 13 | * | 10 | * | £250 |
| Managing Your Team with Lawful Performance Management | 1 | * | * | * | * | £325 |

Coaching

| Norwich | Days | May | Jun | Jul | Aug | Price |
|-----------------|------|-----|-----|-----|-----|-------|
| Coaching Skills | 1 | * | * | * | * | £275 |

Business Skills & Soft Skills

| Norwich | Days | May | Jun | Jul | Aug | Price |
|-------------------------------------------------------------------|------|-----|-----|-----|-----|-------|
| Assertiveness | 1 | * | * | 30 | * | £250 |
| Bids & Tender Writing | 1 | * | * | * | * | £250 |
| Business Writing Skills | 1 | * | * | * | * | £250 |
| Communication Skills | 1 | * | * | 15 | * | £250 |
| Conducting Effective Meetings | 1 | * | 12 | * | * | £250 |
| Critical Thinking | 1 | * | * | * | * | £250 |
| Influencing Skills | 1 | 22 | * | * | * | £250 |
| Insights Discovery Workshop | 1/2 | * | * | * | * | £395 |
| Minute Taking | 1 | 20 | * | * | 6 | £250 |
| NLP Introduction | 1 | * | * | * | * | £250 |
| PA / Executive Assistant | 1 | * | * | * | * | £250 |
| Presentation Skills | 1 | 14 | * | * | 5 | £250 |
| Project Management Introduction | 1 | * | 21 | * | * | £285 |
| Report Writing | 1 | 15 | * | * | * | £250 |
| Solving Problems and Making Decisions | 1 | * | * | * | * | £295 |
| Time Management | 1 | * | 5 | * | 19 | £250 |
| Train the Trainer | 1 | * | 27 | * | * | £285 |
| Level 2 Introduction to Trainer Skills - City & Guilds Accredited | 1 | * | * | * | * | £595 |

Sales & Customer Service

| | Days | May | Jun | Jul | Aug | Price |
|-------------------------------|------|-----|-----|-----|-----|-------|
| Customer Service | 1 | 16 | * | * | 16 | £250 |
| Dealing with Difficult People | 1 | * | 26 | * | * | £250 |
| Handling Customer Complaints | 1/2 | * | * | * | * | £215 |
| Negotiating Skills | 1 | * | * | * | 2 | £285 |

Finance

| | Days | May | Jun | Jul | Aug | Price |
|------------------------------------|------|-----|-----|-----|-----|-------|
| Credit Control | 1 | * | * | * | * | £250 |
| Finance for Non-Financial Managers | 1 | * | 18 | * | * | £285 |

HR

| | Days | May | Jun | Jul | Aug | 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 | May | Jun | Jul | Aug | Price |
|------------------------------------|------|-----|-----|-----|-----|-------|
| Introduction to Project Management | 1 | * | 21 | * | * | £285 |

Agile PM

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|---------------------------|---|---|---------|---|-------|--------|
| Foundation | 3 | * | 10 - 12 | * | 5 - 7 | £1,299 |
| Foundation & Practitioner | 4 | * | 10 - 13 | * | 5 - 8 | £2,095 |

APM

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|----------------------|---|---------|---|-----------------|---|--------|
| Project Fundamentals | 2 | 1 - 2 | * | 24 - 25 | * | £995 |
| Project Management | 5 | 20 - 24 | * | 29 July - 2 Aug | * | £1,995 |

PRINCE2®

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

MSP

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|---------------------------|---|--------|---|-------|---|--------|
| Foundation | 3 | 7 - 8 | * | 1 - 2 | * | £1,299 |
| Foundation & Practitioner | 5 | 7 - 10 | * | 1 - 4 | * | £1,395 |

Change Management

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|---------------------------|---|---|-------|---|---------|--------|
| Foundation | 3 | * | 3 - 5 | * | 12 - 14 | £1,395 |
| Foundation & Practitioner | 5 | * | 3 - 7 | * | 12 - 16 | £999 |

For other Project Management venues and dates please visit our website

Procurement

| | Days | May | Jun | Jul | Aug | Price |
|-----------------------------|------|-----|-----|-----|-----|-------|
| Fundamentals of Procurement | 1 | * | * | * | * | £450 |
| Contract Management | | * | * | * | * | £450 |

IOSH

| | Days | May | Jun | Jul | Aug | Price |
|---------------------------------------------------------|---------|--------|---------|-----|---------|-------|
| Safety, Health and Environment for Construction Workers | 1 | * | * | * | * | £195 |
| Working Safely | 1 | * | * | 12 | * | £175 |
| Managing Safely | 3 | 29 -31 | 24 - 26 | * | 12 - 14 | £545 |
| Managing Safely Refresher | 1 | * | * | * | * | £255 |
| Leading Safely | 6 hours | * | * | * | * | £295 |
| Managing Occupational Health and Wellbeing | 1 | * | * | * | * | £199 |
| Avoiding Danger from Underground Services | 1 | * | * | * | * | £275 |

NEBOSH

| | Days | May | Jun | Jul | Aug | Price |
|--------------------------------------------|------|-----|-----|-----|-----|-------|
| NEBOSH Awards | | | | | | |
| Award in Health and Safety at Work | 3 | * | * | * | * | £595 |
| HSE Introduction to Incident Investigation | 1 | * | 3 | * | * | £315 |

NEBOSH Certificates

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|------------------------------------------------------------|------------|-------------------------------------|---|----|---|--------|
| HSE Certificate in Health and Safety Leadership Excellence | 1 | * | * | 19 | * | £325 |
| National General Certificate | 10 + exam | Next course starts 3 June 2024 | | | | £1,795 |
| Construction Certificate | 10 + exams | Next course starts 9 September 2024 | | | | £1,795 |
| Environmental Certificate | 5 + exams | Next course starts 1 May 2024 | | | | £995 |
| Fire Certificate | 5 + exams | Next course starts 21 October 2024 | | | | £995 |

NEBOSH Dipolma

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|-------------------------------------------------------------|------------|---------------------------------|--|--|--|--------|
| Level 6 Diploma For Occupational Health & Safety Management | 30 + exams | Next course starts 22 July 2024 | | | | £5,995 |
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Please visit our website for the full course information and future start dates

Other Health & Safety Accredited Courses

| | Days | May | Jun | Jul | Aug | Price |
|------------------------------------------------------|------|-----|-----|-----|-----|-------|
| CITB Site Safety Plus | | | | | | |
| SMSTS – CITB Site Management Safety Training Scheme | 1 | * | * | * | * | £655 |
| SSSTS – CITB Site Supervision Safety Training Scheme | 1 | * | * | * | * | £385 |

IEMA

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|----------------------------------------------------|---|--------------------------------------|--|--|--|------|
| Foundation Certificate In Environmental Management | 5 | Next course starts 13 September 2024 | | | | £995 |
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First Aid

| | Days | May | Jun | Jul | Aug | Price |
|-------------------------------------------|------|-----|-----|-----|-----|-------|
| Qualsafe | | | | | | |
| Emergency First Aid at Work Level 3 Award | 1 | * | 24 | * | * | £110 |
| First Aid at Work Level 3 Award | 3 | * | * | * | * | £330 |

Mental Health England

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|-----------------------------------|---------|---------|---|---|-------|------|
| Mental Health First Aiders | 2 | 30 - 31 | * | * | 5 - 6 | £325 |
| Mental Health First Aid Champions | 1 | * | * | * | * | £200 |
| Mental Health Awareness | 4 hours | * | * | * | * | £125 |

Elearning

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|----------------------------------------------------|-------------------------------------------------------------------------------------------------|--|--|--|--|
| Introduction to Health and Safety in the Workplace | This elearning package is available as in-house / bespoke training. Contact us for more details | | | | |
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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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