

Microsoft Office

Norwich	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Microsoft Excel

Introduction	1	2 / 17	2 / 15	5 / 23	7 / 23	7 / 18	2 / 19	£245
Intermediate	1	3 / 18	5 / 16	6 / 24	8 / 24	8 / 19	3 / 20	£245
Advanced - Level 1	1	22	20	*	1	4	12	£245
Advanced - Level 2	1	23	21	*	2	5	13	£245
Visual Basic	2	*	*	*	*	*	*	£550

Microsoft Word

Introduction	1	*	13	*	*	*	*	£245
Intermediate	1	*	14	*	*	*	*	£245
Advanced	1	*	*	*	*	*	*	£245

Microsoft Access

Introduction	2	*	*	*	*	*	*	£495
Intermediate	1	*	*	*	*	*	*	£295
Advanced	1	*	*	*	*	*	*	£295

Microsoft Outlook

Introduction	1	*	*	*	*	*	*	£295
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Microsoft PowerPoint

Introduction	1	*	*	*	*	*	*	£295
Advanced	1	*	*	*	*	*	*	£295

Microsoft Project

Introduction	2	30 - 31	*	25 - 26	*	28 - 29	*	£495
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Microsoft Office 365 Apps

Norwich	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Introduction to Teams in Office 365

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

Introduction	2	25 - 26	21-22		14-15	*	5 - 6	£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	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Wordpress

Introduction	1	*	*	*	*	*	*	£250
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Data Protection

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
GDPR – Data protection in the workplace	1/2	*	*	*	21 (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	Jul	Aug	Sep	Oct	Nov	Dec	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	*	*	*	*	*	*	£1,395
SharePoint								
Online (Office 365)	3	*	*	*	*	*	*	£1,395
Window Server								
Configuring, Managing and Maintaining	3	*	*	*	*	*	*	£1,395

Adobe Creative Suite

Norwich	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Adobe Creative Cloud Essentials								
Introduction	1	*	*	*	*	13	*	£375
Adobe Creative Design Techniques								
Introduction	1	*	*	*	*	*	*	£375
Illustrator								
Introduction	2	*	*	16 - 17	*	*	*	£495
Advanced	1	*	*	18	*	*	*	£375
InDesign								
Introduction	2	*	*	*	*	11 - 12	*	£495
Advanced	1	*	*	*	*	*	*	£375
Photoshop								
Introduction	2	*	*	19 - 20	*	*	*	£495
Advanced	1	*	*	*	*	*	*	£375

Digital Marketing

Norwich	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Social Media								
Introduction to Social Media	1/2	*	*	*	*	*	*	£195
SEO & PCC								
Google Analytics 4	1/2	*	*	*	*	*	*	£195
SEO Essentials: Strategies To Boost Your Organic Rankings	1/2	*	*	*	*	*	*	£195
Videos								
Create Video Animation with Adobe After Effects and Illustrator	2	*	*	*	22 - 23	*	*	£600
Filmmaking for Business with Adobe Express – Beginners	1	*	*	*	*	*	*	£300
Video Editing with Adobe Premiere Pro – Beginners	1	*	*	*	21	*	*	£300
Other courses								
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

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

June - July (1) Classroom	4, 11, 18 June, 2, 9 and 16 July	£1,850
June - July (2) Classroom	13, 20, 27 June, 4, 11 and 18 July	£1,850
September - October Classroom	12, 19, 26 September, 3, 10 and 17 October	£1,850

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

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

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

Norwich

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Introduction to Supervisory Skills	2		22 - 23	*	14 - 15	*	*	£550
Further Supervisory Skills	2	5 - 8	*	*	*	25 - 26	*	£550

Team Performance

Norwich

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Effective Team Leadership and Motivation	1	10	*	30	*	26	*	£250
Managing Your Team with Lawful Performance Management	1	*	*	*	*	*	*	£325

Coaching

Norwich

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Coaching Skills	1	*	*	24	*	*	*	£275

Business Skills & Soft Skills

Norwich

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Assertiveness	1	30	*	*	11	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	*	*	£250
Communication Skills	1	15	*	*	7	*	*	£250
Conducting Effective Meetings	1	*	*	*	*	*	*	£250
Critical Thinking	1	*	*	*	*	*	*	£250
Influencing Skills	1	*	*	*	4	*	*	£250
Insights Discovery Workshop	1/2	*	*	*	*	*	*	£395
Minute Taking	1	*	6	*	17	*	9	£250
NLP Introduction	1	*	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	*	*	£250
Presentation Skills	1	*	5	*	*	15	*	£250
Project Management Introduction	1	*	7	*	14	*	10	£285
Report Writing	1	*	*	*	*	*	*	£250
Solving Problems and Making Decisions	1	*	*	*	*	*	*	£295
Time Management	1	*	19	*	21	*	*	£250
Train the Trainer	1	*	*	6	*	25	*	£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	Jul	Aug	Sep	Oct	Nov	Dec	Price
Customer Service	1	*	16	*	*	11	*	£250
Dealing with Difficult People	1	*	*	10	*	*	11	£250
Handling Customer Complaints	1/2	*	*	*	*	*	*	£215
Negotiating Skills	1	*	2	*	*	*	2	£285

Finance

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Credit Control	1	*	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	*	11	*	6	*	£285

HR

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Appraisal	1	*	*	*	*	*	*	£250
Conflict Resolution	1	*	*	23	*	*	*	£250
Equality, Diversity & Inclusion	1/2	*	*	*	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	3	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	*	£250
Resilience & Wellbeing	1	*	*	*	*	*	*	£250

Project Management

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Introduction to Project Management	1	*	7	*	14	*	10	£285

Agile PM

Foundation	3	*	5 - 7	*	7 - 9	18 - 20	9 - 11	£1,299
Foundation & Practitioner	4	*	5 - 8	*	7 - 10	18 - 21	9 - 12	£2,095

APM

Project Fundamentals	2	24 - 25	*	*	*	21 - 22	*	£995
Project Management	5	29 July - 2 Aug	*	*	28 Oct - 1 Nov	*	*	£1,995

PRINCE2®

Foundation	3	22 - 24	*	23 - 25	*	18 - 20	*	£1,295
Foundation & Practitioner	5	22 - 26	*	23 - 27	*	18 - 22	*	£1,995
Practitioner Upgrade	2	25 - 26	*	26 - 27	*	21 - 22	*	£1,295

MSP

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

Change Management

Foundation	3	*	12 - 14	*	21 - 23	25 - 27	16 - 18	£1,395
Foundation & Practitioner	5	*	12 - 16	*	21 - 25	25 - 29	16 - 20	£999

For other Project Management venues and dates please visit our website

Procurement

	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Fundamentals of Procurement	1	*	*	26 Virtual	*	*	*	£450
Contract Management		*	*	*	*	*	*	£450

IOSH								
	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Safety, Health and Environment for Construction Workers	1	*	*	20	*	*	*	£195
Working Safely	1	12	*	*	*	*	*	£175
Managing Safely	3	*	12 - 14	4 - 6	7 - 9	11 - 13	4 - 6	£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	Jul	Aug	Sep	Oct	Nov	Dec	Price
NEBOSH Awards								
Award in Health and Safety at Work	3	*	*	16 - 18	*	*	*	£595
HSE Introduction to Incident Investigation	1	*	*	*	1	*	*	£315
NEBOSH Certificates								
HSE Certificate in Health and Safety Leadership Excellence	1	19	*	*	*	*	*	£325
National General Certificate	10 + exam	Next course starts 16 September 2024						£1,795
Construction Certificate	10 + exams	Next course starts 9 September 2024						£1,795
Environmental Certificate	5 + exams	Next course starts 4 November 2024						£995
Fire Certificate	5 + exams	Next course starts 21 October 2024						£995

NEBOSH Diploma								
	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Level 6 Diploma For Occupational Health & Safety Management	30 + exams							£5,995

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

Other Health & Safety Accredited Courses								
	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
CITB Site Safety Plus								
SMSTS – CITB Site Management Safety Training Scheme	1	1 - 5	*	*	*	*	*	£655
SSSTS – CITB Site Supervision Safety Training Scheme	1	29 - 30	*	*	*	*	*	£385
IEMA								
Foundation Certificate In Environmental Management	5							£995

First Aid								
	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price
Quasafe								
Emergency First Aid at Work Level 3 Award	1	*	14	*	*	7	*	£110
First Aid at Work Level 3 Award	3	*	*	*	*	*	*	£330
Mental Health England								
Mental Health First Aiders	2	22 -23	*	*	28 - 29	*	*	£325
Mental Health First Aid Champions	1	*	*	*	*	*	*	£200
Mental Health Awareness	4 hours	*	*	*	*	*	*	£125

Elearning									
	Days	Jul	Aug	Sep	Oct	Nov	Dec	Price	
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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