

Microsoft Office

Norwich	Days	Sep	Oct	Nov	Dec	Price
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Microsoft Excel

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

Microsoft Word

Introduction	1	*	*	*	*	£245
Intermediate	1	*	*	*	*	£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	25 - 26	*	28 - 29	*	£495
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Microsoft Office 365 Apps

Norwich	Days	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	16-17	14-15	*	9 - 10	£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	Sep	Oct	Nov	Dec	Price
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Wordpress

Introduction	1	*	*	*	*	£250
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Data Protection

	Days	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	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	*	*	*	2 - 4	£1,395
SharePoint						
Online (Office 365)	3	*	*	*	*	£1,395
Window Server						
Configuring, Managing and Maintaining	3	*	*	*	*	£1,395

Adobe Creative Suite

Norwich	Days	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	*	*	14 - 15	*	£495
Advanced	1	*	*	*	*	£375

Digital Marketing

Norwich	Days	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

January - March Classroom	30 January, 6, 13, 27 February, 6 and 13 March	£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

September - October Classroom	12, 19, 26 September, 3, 10 and 17 October	£1,850
October - November Classroom	8, 15, 22 October, 5, 12 and 19 November	£1,850
November - December Classroom	7, 14, 21, 28 November, 5 and 12 December	£1,850
November - December Classroom	8, 15, 22, 29 November, 6 and 13 December	£1,850

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

November - December Virtual	6, 13, 20, 27 November and 4 December	£1,395
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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	Sep	Oct	Nov	Dec	Price
Introduction to Supervisory Skills	2	*	14 - 15	*	*	£550
Further Supervisory Skills	2	*	*	25 - 26	*	£550

Team Performance

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

Coaching

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

Business Skills & Soft Skills

Norwich	Days	Sep	Oct	Nov	Dec	Price
Assertiveness	1	*	11	*	*	£250
Bids & Tender Writing	1	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	£250
Communication Skills	1	*	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	*	17	*	9	£250
NLP Introduction	1	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	£250
Presentation Skills	1	*	*	15	*	£250
Project Management Introduction	1	*	14	*	10	£285
Report Writing	1	*	*	*	*	£250
Solving Problems and Making Decisions	1	*	*	*	*	£295
Time Management	1	*	21	*	*	£250
Train the Trainer	1	6	*	11 / 25	17	£285
Level 2 Introduction to Trainer Skills - City & Guilds Accredited	1	*	*	*	*	£595

Sales & Customer Service						
	Days	Sep	Oct	Nov	Dec	Price
Customer Service	1	*	*	11	*	£250
Dealing with Difficult People	1	10	*	*	11	£250
Handling Customer Complaints	1/2	*	*	*	*	£215
Negotiating Skills	1	*	*	*	2	£285

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

HR						
	Days	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	Sep	Oct	Nov	Dec	Price
Introduction to Project Management	1	*	14	18 (virtual)	10	£285

Agile PM						
	Days	Sep	Oct	Nov	Dec	Price
Foundation	3	*	7 - 9	18 - 20	9 - 11	£1,299
Foundation & Practitioner	4	*	7 - 10	18 - 21	9 - 12	£2,095

APM						
	Days	Sep	Oct	Nov	Dec	Price
Project Fundamentals	2	*	*	21 - 22	*	£995
Project Management	5	*	28 Oct - 1 Nov	*	*	£1,995

PRINCE2 ®						
	Days	Sep	Oct	Nov	Dec	Price
Foundation	3	23 - 25	*	18 - 20	*	£1,295
Foundation & Practitioner	5	23 - 27	*	18 - 22	*	£1,995
Practitioner Upgrade	2	26 - 27	*	21 - 22	*	£1,295

MSP						
	Days	Sep	Oct	Nov	Dec	Price
Foundation	3	2 - 3	7 - 8	*	2 - 3	£1,299
Foundation & Practitioner	5	2 - 5	7 - 10	*	2 - 5	£1,395

Change Management						
	Days	Sep	Oct	Nov	Dec	Price
Foundation	3	*	21 - 23	25 - 27	16 - 18	£1,395
Foundation & Practitioner	5	*	21 - 25	25 - 29	16 - 20	£999

For other Project Management venues and dates please visit our website

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

IOSH						
	Days	Sep	Oct	Nov	Dec	Price
Safety, Health and Environment for Construction Workers	1	20	*	*	*	£195
Working Safely	1	*	*	*	*	£175
Managing Safely	3	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	Sep	Oct	Nov	Dec	Price
NEBOSH Awards						
Award in Health and Safety at Work	3	16 - 18	*	*	*	£595
HSE Introduction to Incident Investigation	1	*	*	25	*	£315
NEBOSH Certificates						
HSE Certificate in Health and Safety Leadership Excellence	1	*	3	*	*	£325
National General Certificate	10 + exam	Next course starts 16 September 2026				£1,795
Construction Certificate	10 + exams	Next course starts 9 September 2026				£1,795
Environmental Certificate	5 + exams	Next course starts 4 November 2026				£995
Fire Certificate	5 + exams	Next course starts 21 October 2026				£995

NEBOSH Dipolma						
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	Sep	Oct	Nov	Dec	Price
CITB Site Safety Plus						
SMSTS – CITB Site Management Safety Training Scheme	1	*	*	*	*	£655
SSSTS – CITB Site Supervision Safety Training Scheme	1	*	*	*	*	£385
IEMA						
Foundation Certificate In Environmental Management	5					£995

First Aid						
	Days	Sep	Oct	Nov	Dec	Price
Qualsafe						
Emergency First Aid at Work Level 3 Award	1	*	*	7	*	£110
First Aid at Work Level 3 Award	3	*	*	*	*	£330
Mental Health England						
Mental Health First Aiders	2	*	28 - 29	*	*	£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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