

Microsoft Office

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Microsoft Excel

Introduction	1	3 / 20	3 / 19	2 / 14	1 / 19		£245
Intermediate	1	4 / 21	4 / 20	3 / 15	2 / 20		£245
Advanced - Level 1	1	25	*	28	29		£245
Advanced - Level 2	1	26	*	29	30		£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	*	6-7	*	12 - 13		£495
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Microsoft Office 365 Apps

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Introduction to Teams in Office 365

Introduction	1	*	*	*	*	*	£275
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Power BI

Introduction	2	*	17-18	*	22-23	*	£795
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Power Apps

Introduction	2	*	*	*	*	*	£975
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Power Automate

Introduction	1	*	31	*	*	*	£650
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Web Design

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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WordPress

Introduction	1	*	*	*	*		£250
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Data Protection

	Days	Feb	Mar	Apr	May	Jun	Price
GDPR – Data protection in the workplace	1/2	*	*	*	*	*	£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	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	*	*	*	*	*	£1,395
SharePoint							
Online (Office 365)	3	*	*	*	*	*	£1,395
Window Server							
Configuring, Managing and Maintaining	3	*	*	*	*	*	£1,395

Adobe Creative Suite

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Adobe Creative Cloud Essentials							
Introduction	1	14	*	*	*	*	£375
Adobe Creative Design Techniques							
Introduction	1	*	*	*	*	*	£375
Illustrator							
Introduction	2	*	*	*	*	*	£495
Advanced	1	*	*	*	*	*	£375
InDesign							
Introduction	2	*	*	22-23	*	*	£495
Advanced	1	*	*	*	*	*	£375
Photoshop							
Introduction	2	*	*	24-25	*	*	£495
Advanced	1	*	*	*	*	*	£375

Digital Marketing

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Social Media							
Introduction to Social Media	1/2	4	*	*	*	*	£300
SEO & PCC							
Google Analytics 4	1/2	*	*	*	*	*	£195
SEO Essentials: Strategies To Boost Your Organic Rankings	1/2	25 (pm)	*	*	*	*	£195
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	*	5	*	*	*	£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	16, 23, 30 June, 7, 14 and 21 July	£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

February - March	25 February, 4, 11, 18, 25 March and 1 April	£1,850
May - June	9, 16, 23 May, 6, 13 and 20 June	£1,850
June - July	3, 10, 17, 24 June, 1 and 8 July	£1,850
June - July	5, 12, 26 June, 3, 10 and 17 July	£1,850

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

March - April <small>Virtual</small>	7, 14, 21, 28 March and 4 April	£1,395
September - October	17, 24 September, 1, 8 and 15 October	£1,396

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

Please contact us for future dates		£1,250
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Supervisory Skills

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Introduction to Supervisory Skills	2	5 - 6	*	*	14-15	*	£550
Further Supervisory Skills	2	*	*	23-24	*	*	£550

Team Performance

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Effective Team Leadership and Motivation	1	*	21	*	12		£250
Managing Your Team with Lawful Performance Management	1	*	*	*	*	*	£325

Coaching

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

Business Skills & Soft Skills

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Assertiveness	1	*	*	2	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	*	*	*	£250
Communication Skills	1	7	*	*	15	*	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Critical Thinking	1	*	*	*	*	*	£250
Influencing Skills	1	*	*	*	*	*	£265
Insights Discovery Workshop	1/2	*	*	*	*	*	£395
Minute Taking	1	3	*	25	*	*	£250
NLP Introduction	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	24	£250
Presentation Skills	1	10	*	*	8	*	£265
Project Management Introduction	1	*	3	*	*	*	£285
Report Writing	1	*	*	*	*	*	£250
Solving Problems and Making Decisions	1	*	*	*	*	*	£295
Time Management	1	*	31	*	*	*	£250
Train the Trainer	1	*	10	*	21	*	£285
Level 2 Introduction to Trainer Skills - City & Guilds Accredited	1	*	*	*	*	*	£595

Sales & Customer Service

	Days	Feb	Mar	Apr	May	Jun	Price
Customer Service	1	*	6	*	*	9	£250
Dealing with Difficult People	1	*	24	*	20	*	£250
Handling Customer Complaints	1/2	*	*	*	*	*	£215
Negotiating Skills	1	*	3	*	*	*	£285

Finance

	Days	Feb	Mar	Apr	May	Jun	Price
Credit Control	1	*	*	*	*	*	£250
Finance for Non-Financial Managers	1	26	*	*	13	*	£285

HR

	Days	Feb	Mar	Apr	May	Jun	Price
Appraisal	1	*	*	*	*	*	£250
Conflict Resolution	1	*	*	*	*	*	£250
Equality, Diversity & Inclusion	1/2	*	*	*	*	*	£250
Holding Difficult Conversations	1	19	*	*	*	*	£265
Managing Stress and Workplace Pressue	1	*	*	*	*	*	£250
Resilience & Wellbeing	1	*	*	*	*	*	£265
Understanding Sexual Harassment in the Workplace - Managers	2 hours	*	27 (am)	*	*	*	£195

Project Management

	Days	Feb	Mar	Apr	May	Jun	Price
Introduction to Project Management	1	*	3	*	*	*	£295

Agile PM

Foundation	3	*	*	*	*	*	£1,349
Foundation & Practitioner	4	*	*	*	*	*	£1,899

APM

Project Fundamentals	2	10 - 11	*	*	7 - 8	*	£1,250
Project Management	5	*	*	*	19 - 23	*	£2,395

PRINCE2®

Foundation	3	3 - 5	*	*	19 - 21	*	£1,445
Foundation & Practitioner	5	3 - 7	*	*	19 - 23	*	£2,195
Practitioner Upgrade	2	6 - 7	*	*	22 - 23	*	£1,445

Change Management

Foundation	3	*	*	*	*	*	£1,395
Foundation & Practitioner	5	*	*	*	*	*	£1,899

For other Project Management venues and dates please visit our website

Procurement

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

IOSH

	Days	Feb	Mar	Apr	May	June	Price
Safety, Health and Environment for Construction Workers	1	*	*	*	*	*	£195
Working Safely	1	*	*	*	*	*	£175
Managing Safely	3	19 - 21	10 - 12	23 - 25	14 - 16	16 - 18	£545
Managing Safely Refresher	1	*	*	*	12	*	£255
Leading Safely	6 hours	12	*	28	*	*	£295
Managing Occupational Health and Wellbeing	1	*	*	*	*	*	£199
Avoiding Danger from Underground Services	1	*	*	*	*	*	£275

NEBOSH

	Days	Feb	Mar	Apr	May	June	Price
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NEBOSH Awards

Award in Health and Safety at Work	3	*	*	*	*	*	£595
HSE Introduction to Incident Investigation	1	*	*	*	*	*	£315

NEBOSH Certificates

HSE Certificate in Health and Safety Leadership Excellence	1	*	*	*	*	*	£325
National General Certificate	10 + exam						£1,795
Construction Certificate	10 + exams						£1,795
Environmental Certificate	5 + exams						£1,050
Fire Certificate	5 + exams						£1,050

NEBOSH Diploma

Level 6 Diploma For Occupational Health & Safety Management	30 + exams						£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	Feb	Mar	Apr	May	June	Price
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CITB Site Safety Plus

SMSTS – CITB Site Management Safety Training Scheme	1	*	*	*	*	*	£655
SSSTS – CITB Site Supervision Safety Training Scheme	1	24 - 25	*	*	*	*	£385

IEMA

Foundation Certificate In Environmental Management	5						£995
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First Aid

	Days	Feb	Mar	Apr	May	June	Price
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Quallsafe

Emergency First Aid at Work Level 3 Award	1	*	*	*	*	*	£110
First Aid at Work Level 3 Award	3	*	*	*	*	*	£350

Mental Health England

Mental Health First Aiders	2	17-18	*	9-10	*	*	£325
Mental Health First Aid Champions	1	*	*	*	*	*	£200
Mental Health Awareness	4 hours	*	*	*	*	*	£125

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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