

PARADISE Training Information

Public Scheduled Dates for Sept – Oct – Nov – Dec 2011

DESKTOP BUSINESS APPLICATIONS – SCHEDULED COURSE DATES

Course Title	Days	Sep	Oct	Nov	Dec
Introduction to Windows	1	1		9	1
Microsoft Access Introduction	2		12	3,22	12
Microsoft Access Intermediate	2		3,27	1,17	19
Microsoft Access Advanced	2			8	
Microsoft Excel Introduction	1	5,9,19	5,19	11	2
Microsoft Excel Intermediate	1	1,2	10,20	2,29	8
Microsoft Excel Advanced	1	6,12	14,21	22	14
Microsoft Office Conversion	1	13	25	16	6
Microsoft Outlook Introduction	1	27	25	10	8,15
Microsoft Outlook Intermediate/Advanced	1	7	25,31	15	7
Microsoft PowerPoint Introduction	1	14,21,26	27	15	5
Microsoft PowerPoint Intermediate/Advanced	1	16	7	8	16
Microsoft Project Introduction/Intermediate	2	8	19	29	21
Microsoft Project Advanced	1			23	
Microsoft Word Introduction	1	20,21	10,31	30	9
Microsoft Word Intermediate	1	15	3,13,26	25	14
Microsoft Word Advanced	1	14,22	17	28	

All courses are available for versions 2000, XP, 2003, 2007 and 2010

MOBILE TRAINING SERVICE

We are now offering a mobile training service for clients who would prefer trainer-led training at their own site but do not have their own IT hardware. Just contact our training team to agree a date and we will provide everything you require to deliver the course.

WORKSHOPS / BESPOKE / CLOSED COURSES

We can deliver all of the above courses tailored to your requirements as a closed course to meet your company requirements, either at our Paradise training centre or at your site.



**TO BOOK A COURSE CALL OUR TRAINING TEAM ON 01604 655900 OR
EMAIL TRAINING@PARADISECOMPUTING.CO.UK**



Microsoft Partner

PARADISE Training Information

**Public Scheduled Dates for
Sept – Oct – Nov – Dec 2011**

PROFESSIONAL DEVELOPMENT COURSES

Course Title	Days	Sep	Oct	Nov	Dec
Conflict Resolution	1	28	24	4	
Effective Communication	1			3	5
Essential Business Writing	1	16	6	7	6
Heightened Self Confidence	1	5	4	14	2
Inspirational Management**	1	22	17	18	9
Leadership and Management Techniques**	1	12	5		19
Management Essentials**	1	27	26	14	13
Meetings and Minute Taking	1	29	27		
Performance Appraisals	1	30	28		
Personal Assertiveness	1			21	
Personal Impact**	1	23		28	
Presenting without Fear	2				15
Process Improvement**	1	13			12
Sales and Service over the Phone**	1			11	8
Stress Management**	2		21		
Team Building	1				1
Time Management	1	20	14	11	22
Unlock Your Leadership Potential**	1	19	7	25	

****NEW COURSES**

For a full course list please visit our website at www.paradisecomputing.co.uk or call us on 01604 655900.

THE INSTITUTE OF LEADERSHIP & MANAGEMENT (ILM) QUALIFICATION PROGRAMMES

Paradise have teamed up with an accredited ILM Partner and can now offer to fully design, deliver and accredit ILM Training from ILM Levels 2 – 7. The Institute of Leadership & Management is a nationally recognised awarding body in leadership and management at individual, team and organisational levels.



**TO BOOK A COURSE CALL OUR TRAINING TEAM ON 01604 655900 OR
EMAIL TRAINING@PARADISECOMPUTING.CO.UK**



Microsoft Partner

Paradise Computing Ltd – Pedigree Farm, Althorp Estate, Northants NN7 4HE
01604 655900 – www.paradisecomputing.co.uk - training@paradisecomputing.co.uk

PARADISE Training Information

**Public Scheduled Dates for
Sept – Oct – Nov – Dec 2011**

PROJECT & SERVICE MANAGEMENT COURSES

Course Title	Days	Sep	Oct	Nov	Dec
Fundamentals of Project Management	3	12	17	23	19
ISEB Specialist Certificate in Change Management	3				5
ISEB Specialist Certificate in Service Desk & Incident Management	3		10		19
ITIL® Foundation Certificate in IT Service Management	3	23	10	2, 23	7
Microsoft Project Advanced	1			23	
Microsoft Project Introduction/Intermediate	2	8	19	29	21
PRINCE2® 2009 Foundation & Practitioner	5	3	3, 24, 31	14, 21	5
Understanding Project Management	1	26	20		7

TECHNICAL TRAINING COURSES

Course Title	Days	Sep	Oct	Nov	Dec
M6292 Installing & Configuring Windows 7 Client	4	19	24	21	19
M6419 Configuring, Managing & Maintaining Windows Server 2008 R2 Servers	5	12	24	14	5
M5047 Introduction to Installing & Managing Exchange Server 2007 SP1	5		24	21	
M2780 Maintaining an SQL Server 2005 Database	5	19	3	14	
M6420 Fundamentals of Windows Server 2008	5	19	31	28	19
M10175 Microsoft SharePoint 2010 Application Development	5		3		

If the course you are looking for is not listed on any of our schedules – please call our training team on **01604 655900**



**TO BOOK A COURSE CALL OUR TRAINING TEAM ON 01604 655900 OR
EMAIL TRAINING@PARADISECOMPUTING.CO.UK**



Microsoft Partner