

PARADISE

Application Training

Any of the courses listed can be delivered as a closed course either at your site or at our dedicated training facility

Course Title	Day(s)	Aug '10	Sept '10	Oct '10	Nov '10
Access Intro, Intermediate & Advanced	Various	Available in many formats, please ask for further information			
Excel Introduction	1	2	1	4	1
Excel Introduction 2007	1	3	2	5	2
Excel Intermediate	1	16, 19	13	14	15
Excel Intermediate 2007	1	18	14	15	16
Excel Advanced	1	26	27	25	29
Excel Advanced 2007	2	27	28	26	30
Introduction to Windows	1	25	29	27	26
Office 2007 Conversion Workshop	1	Available as a Closed Course, please ask for availability			
Outlook Introduction	1	-	3	1	3
Outlook Intermediate/Advanced	1	20	20	20	22
PowerPoint Introduction	1	11	10	13	10
PowerPoint Introduction 2007	1	12	17	18	11
PowerPoint Intermediate/Advanced	1	24	23	21	24
PowerPoint Intermediate/Advanced 2007	1	-	24	22	25
Touch Typing and Keyboard Skills	1	13	-	19	17
Word Introduction	2	5	6	7	4
Word Introduction 2007	2	9	8	11	8
Word Intermediate/Advanced	1	17	15	28	18
Word Intermediate/Advanced 2007	1	-	16	29	19

Project Management Training

Course Title	Day(s)	Aug '10	Sept '10	Oct '10	Nov '10
Project Introduction/Intermediate	2	3	6	4	4
Project Advanced	1	20	20	22	22
Understanding Project Management * BRAND NEW *	1	-	27	20	25
Fundamentals of Project Management * BRAND NEW *	3	2	1	4	-
PRINCE2 ® 2009 Foundation and Practitioner	5	2, 16, 23	6, 13, 27	4, 11, 25	1, 8, 15, 22, 29
ITIL ® V3 Foundation Cert. in IT Service Management	3	9, 16, 25	6, 15, 29	4, 18, 27	1, 8, 10, 15, 17, 24

Please note we also provide:

- **Sage Training:** Sage 50, HR, Payroll, Line100, MMS, 200, Act & CRM, our Sage training is quite unique to most other training providers, we tailor every training session to meet each individual client's needs.
- **Technical Training:** A+, Cisco, Citrix, Lotus, Microsoft, Novel, Oracle, ITIL, Prince 2

PARADISE

Professional Development Training					
Course Title	Day(s)	Aug '10	Sept '10	Oct '10	Nov '10
Business Writing Skills	1	2	3	6	3
Conflict Resolution	1	3	2	1	2
Customer Care	2	-	-	7	8
Effective Communication Skills	1	11	10	11	10
Heightened Self Confidence	1	4	1	12	1
Introduction to Supervision	2	-	13	-	11
Leadership and Management Techniques	1	12	15	13	15
Meetings and Minute Taking	1	-	8	-	26
Negotiation in the Workplace * BRAND NEW *	1	18	17	-	19
Personal Assertiveness	1	13	16	14	16
Personal Impact	1	30	23	26	23
Presenting without Fear	2	16	21	18	17
Secretarial Excellence	1	-	24	-	24
Stress Management	1	9	-	15	-
Telephone Techniques	1	26	-	27	-
Time Management	1	27	30	25	29

Please note we also provide:

- **Closed Training & One 2 One Workshops:** We can tailor any course to meet your requirements and any of the above titles can be delivered as a one 2 one.
- **Bespoke Training:** We can also write courses, specifically for you – if there is an area you need a team or an individual trained in, let us write and deliver a training course for you. (previous examples are available on request)
- **Master Classes and Performance Coaching:** Please ask about our new range of programmes, these have been specifically designed to suit clients needs using Emotional Intelligence, Experiential Training and recognised accelerated learning techniques to maximise learning and deliver greater post course learning retention.

Further Programmes are available:-

- Behavioural Interviewing
- Client Retention
- Employee Engagement
- Innovative Business Development
- Interviewee Skills
- Introduction to Management
- Introduction to Supervision
- Maximising Performance in the workplace
- Negotiating and Influencing
- Performance Appraisals
- Stress Management
- Train the trainer

Further training courses and information are available at www.paradisecomputing.co.uk