

**PRINGLE PCS**



**Pringle PCS  
Online Training**



**WWW.PRINGLEPCS.CO.UK**





## Pringle PCS Online Training

PCS have now expanded our training program so that you can watch our training videos online. This will deliver an immediate impact that will improve staff performance and efficiency.

Delegates can book a time for our PCS E-Room and sit down at a dual screen PC and watch the Learn Key videos with guided training notes and training quizzes to help with your learning – there will be a PCS Microsoft & Adobe Accredited Trainer available in the training room if the delegate has a problem or needs assistance on a task. Delegates can come to PCS and learn their course without any distractions and at their own pace, without the pressure of a classroom environment but with the comfort of a trainer available if needed.

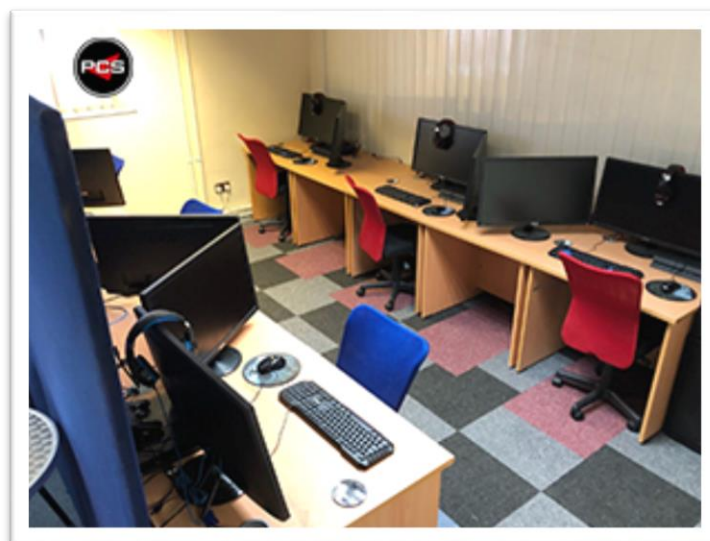
PCS have created an extensive training program that allows you to watch our training videos online. We are offering widespread Business Skills and Health & Safety training courses designed to improve and enhance learners' skills. So why not take advantage of our **FREE TRIAL** User Access to view all the current courses available.

You can create a single user account or set up a business account. This will enable you to have as many licenses as you want for your staff, our online courses will cover all of your organisation's needs. You can purchase specific courses for each member of staff that you would like them to learn.

Each course has numerous modules that contain an exam at the end. This allows you to monitor the progress of your staff. You get 3 chances to achieve the pass percentage on each module. If you fail a module more than 3 times you will have to contact the distributor to arrange a reset. A maximum of 3 resets are allowed per course before it is permanently locked and you would have to purchase the course again.

After each course the delegate will be awarded a certificate of completion that will look great in your CV and also for personal and company development.

If you are interested in our online courses we can give you a demo version that provides you with a login to access the courses we have to offer, and to find out more information on each. The demo gives you access the first module of each course.





**IT**

**Microsoft Office Specialist**



**Microsoft Word**

If you are working toward becoming career-ready you must have a working knowledge of Word 2016. This course will teach the basic concepts of Microsoft Word and build on those ideas to help you master this program. This course will teach you how to create and manage documents, and format text, paragraphs, and sections. This course will also help you study and prepare to take the Microsoft Word 77-725 Certification exam.



**Microsoft Excel**

If you are looking to start a career in business or finance, having a working knowledge of Microsoft's Excel 2016 is a must. Our new and exciting course will teach you how to reveal insights hidden in your data with the help of new features such as the "Tell Me" feature, chart options, and more!



**Microsoft PowerPoint**

If you the desire to be successful in the business world, a working knowledge of PowerPoint 2016 is a must. This course will teach you how to create and manage presentations, insert and format shapes and slides, apply transitions, and how to use the new screen recording feature. The course will also help you study and prepare to take the Microsoft's PowerPoint 77-729 Certification exam.



**Microsoft Outlook**

This course will take you through what is needed to become proficient and efficient in Outlook 2016, the personal information management tool in Microsoft Office. Specific topics include: email, calendar, contacts, tasks, and notes. The course will also prepare you to take exam 77- 731, the Microsoft Office Specialist exam for Outlook 2016.









**Microsoft Access**

In Access 2016, the relational database app in Microsoft Office, you can design your own databases or use templates to create databases to share with others, namely co-workers. This course will take you through creating databases, creating tables, building queries, building forms, and building reports. These five topics are also the topics on the Microsoft Office Specialist exam for Access 2016 (Exam 77-730). This, combined with what you will learn about relational database structures, will improve your employability prospects in any position needing skills with small to medium-sized relational databases.





<b>IT</b>	
<b>Adobe Certified Associate</b>	
	<p><b>Adobe Photoshop CC</b></p> <p>This Photoshop CC course will introduce you to hundreds of new updates and features in the latest Photoshop update. Whether you are a graphic designer or a novice photographer you will learn how to edit photographs, images, or create logos and marketing pieces.</p>
	<p><b>Adobe Illustrator CC</b></p> <p>This course provides a visual and intuitive interface for users to learn about the graphic editing capabilities of Illustrator CC. The course will teach you to effectively use the new Illustrator CC software. Learn about the new features in Illustrator CC such as: Live Shapes, Windows GPU acceleration, Typekit missing fonts workflow, and much more!</p>
	<p><b>Adobe InDesign CC</b></p> <p>If you want to become a publishing professional in today's workforce, it is important to have a working knowledge of Adobe InDesign. Our new InDesign CC course will provide you with the skills you need to create layouts for both screen and print. This new course will teach you how to use some of the newest features of InDesign CC such as: Simplified Hyperlinks, Sync Settings, EPUB enhancements, and so much more!</p>
	<p><b>Adobe Dreamweaver CC</b></p> <p>This course provides an intuitive and visual interface for users to learn about the website creating and editing capabilities of Dreamweaver CC. The course will teach you how to effectively use the new Dreamweaver CC software. He will also teach you the new tools and features found in Dreamweaver CC such as: enhanced fluid grid layout, CSS designer panel, and more.</p>
	<p><b>Adobe Premiere Pro CC</b></p> <p>Those who are interested in a career in video and audio production need to have a working knowledge and practical experience in Adobe's Premiere Pro CC software. This course will teach you how to effectively use the new Premiere Pro CC software, allowing you to edit video and audio more effectively and efficiently. The course will teach you how to customise the program, helping your workflow fly.</p>
	<p><b>Adobe Flash CC</b></p> <p>This course will take you through some of the newest features and functions of Flash CC. Adobe Flash Professional CC software is the industry standard for interactive authoring and delivery of immersive experiences that present consistently across personal computers, mobile devices, and screens of virtually any size and resolution. In this course you will learn everything that you need to know to become a "Rich Media Communicator."</p>





## **Business Skills**

### **Legal and Business Office Work**



#### **Conflict Resolution in the Workplace**

This course will consider what conflict is as well as its impact and role in the workplace. We will consider some of the triggers for workplace conflict and how it develops before looking at a number of different ways of managing it.



#### **Data Protection in the Workplace**

If you or your organisation handles personal information about individuals you have a number of legal obligations to protect that information. Training should be a vital part of any company's data protection policy. This course covers in detail: The benefits of good data protection, the rights of individuals in respect of their data, the data protection act, the issues that can arise from sharing data and the basic steps so you can start creating a data protection policy.



#### **Equality, Diversity and Discrimination**

In this course we're going to be discussing two topics, 'equality' and 'diversity' and how they relate to one another. Understanding this will help us to identify and address issues of unfairness and discrimination in the workplace.





## Business Skills

### Social Media

	<p><b>Social Media for Business</b></p> <p>This course is all about how to get the best out of social media in a business. Looking at business strategy, business development and the practicalities of employing people and agencies to support your social media activity.</p>
	<p><b>Search Engine Optimisation for Business</b></p> <p>This course focuses on the anchor point of your digital marketing strategy which is your website or micro-site. Here we'll explore search engine optimisation 'SEO' and how you can use this to drive traffic to your website.</p>
	<p><b>Facebook for Business</b></p> <p>Facebook is the world's largest social media network. With over a billion users it's very likely that a proportion of your target customer audience will have a Facebook account.</p> <p>This course will show you the tools and the techniques to create an effective Facebook page.</p>
	<p><b>LinkedIn for Business</b></p> <p>LinkedIn is a very valuable tool to find the key decision makers within certain companies. It's used for finding the best point of contact, gaining familiarity with their background before a call or sales pitch and a lot more. Find out how it can be used to enhance your business.</p>
	<p><b>Twitter for Business</b></p> <p>Twitter is a social media platform that is used by a wide range of people, from celebrities, who use it to communicate with their fans to companies and brands who can use it to engage their customers and attract new ones.</p>





## Business Skills

### Staff and Management Skills



#### **Presentation Skills**

Presentation Skills are vital in today's business world; poor presentations not only obscure the message and lose arguments, but also can affect sales. No matter what the case may be if it's not presented professionally it will undoubtedly lose its impact.



#### **Leadership Skills**

A leader doesn't necessarily have to be a 'manager', but it's difficult to see how a manager could be truly effective without having at least some leadership skills. This course will introduce you to some of the important techniques and theories that can help you to improve your leadership skills and be more effective in your role.



#### **Stress Management**

Stress is a real problem for both organisations and their employees. It accounts for a significant proportion of work related illness each year. Being aware of the signs of stress, some of the triggers and how to manage them can make a real difference to your well-being and that of people around you.



#### **Time Management**

More often than not, the people who excel in their job, or are high achievers manage their time effectively, in a way that makes them work in a more efficient manner. This course has been designed to ensure you have the techniques to improve your efficiency, output and ability to function more effectively - whether in your ordinary day or when deadlines loom and the pressure is building.



#### **Project Management**

This course covers the basic principles of project management and covers some of the tools and techniques you can employ to improve your project management skills.



#### **Customer Service**

This course will start by making it very clear exactly what we mean by customer service, and why it's so vital and then go into detail about some of the ways you can improve the customer service provided by your organisation.







## Health & Safety

### Fire Safety



#### **Basic Fire Safety Awareness**

This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment.



#### **Basic Fire Safety Awareness for Care Homes**

This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment. This course is a variation on the Basic Fire Awareness course that contains information that is specific to employees of care and residential homes.



#### **Fire Marshal**

The main outcome of this training course is to provide you with the knowledge to carry out the functions of a fire marshal - Please note, this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses.



#### **Fire Marshal for Care Homes**

The main outcome of this training course is to provide you with the knowledge to carry out the functions of a fire marshal - Please note, this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses. This course is a variation on the Fire Marshal course that contains information that is specific to employees of care and residential homes.



#### **Fire Extinguisher**

Learn how to identify the different types of fire extinguishers that might be installed within your workplace and what situations they might be used in. At the end of the final module you will be presented with a simulation that will test what you've learnt.





## Health & Safety

### Food Safety



#### **Level 1 Food Safety – Manufacturing**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food manufacturing setting.



#### **Level 1 Food Safety – Catering**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food catering setting.



#### **Level 1 Food Safety – Retail**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food retail setting.



#### **Level 2 Food Safety – Manufacturing**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food manufacturing setting.



#### **Level 2 Food Safety – Catering**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food catering setting.










#### **Level 2 Food Safety – Retail**

Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food retail setting.





## Health & Safety

<b>General Safety</b>	
	<p><b>Basic Legionella Awareness</b></p> <p>This course explains the background to Legionella and Legionnaires' Disease, the potential risks associated with water systems and how these can be prevented or controlled.</p>
	<p><b>Asbestos Awareness</b></p> <p>As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks and the legislation about working with asbestos.</p>
	<p><b>Asbestos Awareness for Architects and Designers</b></p> <p>As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks and the legislation about working with asbestos. This course is a variation on the Asbestos Awareness course that contains specific information for designers and architects.</p>
	<p><b>Abrasive Wheels</b></p> <p>This course is aimed at anyone who uses abrasive wheels, or employs people who use abrasive wheels as part of their work. It covers different types of AW, safety in their use and how to identify the type of wheel.</p>
	<p><b>Control of Substances Hazardous to Health (COSHH)</b></p> <p>This course covers what you need to know about the Control of Substances Hazardous to Health. It's aimed at anyone who is exposed to Substances Hazardous to Health at work, as well as line managers with responsibility for such people.</p>
	<p><b>Manual Handling</b></p> <p>Manual handling covers a wide range of activities and incorrect manual handling is one of the most common causes of injury at work. The nature of the load itself doesn't matter if you have to use your muscles, then it's manual handling and, well, you're in danger.</p>
	<p><b>Working Safely</b></p> <p>Working safely is in the interest and concern of all staff – both the employers and employees. Workers have an expectation to go home at the end of the working day not having been injured - or having had their health affected by - any workplace activity, or as a result of it.</p>





## Health & Safety

### General Safety



#### **Safeguarding Children**

Safeguarding is a term that describes the work and processes undertaken to minimise and manage the risks involved to vulnerable children. During this training video you will hear many facts, figures and details surrounding the risk to children, the types of abuse suffered, how to recognise the signs of abuse and key safeguarding legislations put in place to minimise the abuse of children.



#### **Safeguarding Adults**

This course is aimed at anyone who has a duty of care for, or comes into contact with, adults in need of care and support, either as a paid professional or a volunteer. You and the organisation you work for must take appropriate measures for the protection of adults in your care, while still ensuring they are supported and empowered. This course can bring you one step closer to being able to do this.



#### **Emergency First Aid at Work - Online Annual Refresher**

This Emergency First Aid Refresher course will highlight some of the most common situations that you might come across and the actions that you can take to help.



#### **Working at Height**

This course is aimed at anyone who undertakes work at height, or who employs people who regularly work at height. It covers what constitutes work at height, the safety issues, and how to assess and reduce some of the risks.



#### **Display Screen Equipment Awareness**

This course is aimed at users of display screen equipment, or DSE as it's often called. DSE is a term that covers a wide range of equipment. If DSE equipment like this is not set up correctly, users are at increased risk from certain disorders. As an employee, you share the responsibility to keep people safe at work. That means undergoing relevant training and ensuring that rules are followed.
















#### **Assessing Display Screen Equipment**

This course is aimed at companies who employ users of display screen equipment, or DSE as it's often called and is intended to be completed by those who will be assessing the DSE set ups of employees. DSE is a term that covers a wide range of equipment. If equipment like this is not set up correctly, users are at increased risk from certain disorders.



















<b>IT</b>			
<b>Microsoft Office Specialist</b>		<b>RRP</b>	<b>PCS</b>
	Microsoft Word	<b>£250</b>	<b>£150</b>
	Microsoft Excel		
	Microsoft PowerPoint		
	Microsoft Outlook		
	Microsoft Access		
<b>Microsoft Office Specialist Expert</b>		<b>RRP</b>	<b>PCS</b>
	Microsoft Word	<b>£250</b>	<b>£150</b>
	Microsoft Excel		
<b>Adobe Certified Associate</b>		<b>RRP</b>	<b>PCS</b>
	Adobe Photoshop CC	<b>£250</b>	<b>£150</b>
	Adobe Illustrator CC		
	Adobe InDesign CC		
	Adobe Dreamweaver CC		
	Adobe Premiere Pro CC		
	Adobe Flash CC		
<b>All Prices Ex VAT Cost Per Delegate License</b>			















<b>Business Skills</b>			
<b>Legal and Business Office Work</b>		<b>RRP</b>	<b>PCS</b>
	Conflict Resolution in the Workplace	<b>£35</b>	<b>£20</b>
	Data Protection in the Workplace		
	Equality, Diversity and Discrimination		
<b>Social Media</b>		<b>RRP</b>	<b>PCS</b>
	Social Media for Business	<b>£149</b>	<b>£95</b>
	Search Engine Optimisation for Business		
	Facebook for Business	<b>£90</b>	<b>£50</b>
	LinkedIn for Business		
	Twitter for Business		
<b>Staff and Management Skills</b>		<b>RRP</b>	<b>PCS</b>
	Presentation Skills	<b>£35</b>	<b>£20</b>
	Leadership Skills		
	Stress Management		
	Time Management		
	Project Management		
	Customer Service		
<b>All Prices Ex VAT</b>			
<b>Cost Per Delegate License</b>			


















<b>Health &amp; Safety</b>			
<b>Fire Safety</b>		<b>RRP</b>	<b>PCS</b>
	Basic Fire Safety Awareness	<b>£35</b>	<b>£20</b>
	Basic Fire Safety Awareness for Care Homes		
	Fire Marshal		
	Fire Marshal for Care Homes		
	Fire Extinguisher		
<b>Food Safety</b>		<b>RRP</b>	<b>PCS</b>
	Level 1 Food Safety - Manufacturing	<b>£15</b>	<b>£11</b>
	Level 1 Food Safety - Catering		
	Level 1 Food Safety - Retail		
	Level 2 Food Safety - Manufacturing		
	Level 2 Food Safety - Catering		
	Level 2 Food Safety - Retail		
<b>All Prices Ex VAT Cost Per Delegate License</b>			





<b>Health &amp; Safety</b>		
<b>General Safety</b>	<b>RRP</b>	<b>PCS</b>
 Basic Legionella Awareness	<b>£35</b>	<b>£20</b>
 Asbestos Awareness		
 Asbestos Awareness for Architects and Designers		
 Abrasive Wheels		
 Control of Substances Hazardous to Health (COSHH)		
 Manual Handling		
 Working Safely		
 Safeguarding Children		
 Safeguarding Adults		
 Emergency First Aid at Work - Online Annual Refresher		
 Working at Height		
 Display Screen Equipment Awareness		
 Assessing Display Screen Equipment		
<b>All Prices Ex VAT Cost Per Delegate License</b>		









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# PRINGLE PCS



**PCS-TRAINING**



**PCS-SOLUTIONS**



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