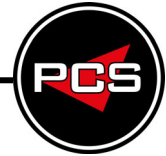


IT: Essential IT

Training Courses		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Microsoft Office 365 ITE365	One To One Or Company Classroom Booking Only											
	Microsoft Office 365 Bespoke ITE365B	One To One Or Company Classroom Booking Only											
	Microsoft Word Introduction ITEW01	-	-	1	1	-	1	1	1	1	-	1	-
	Microsoft Word Intermediate ITEW02	3	4	2	2	-	2	-	2	2	-	2	-
	Microsoft Word Advanced ITEW03	3	3	3	-	-	3	-	3	3	3	3	-
	Microsoft Word Bespoke ITEWB	One To One Or Company Classroom Booking Only											
	Microsoft Excel Introduction ITEE01	4	5	4	-	4	4	4	4	-	4	4	-
	Microsoft Excel Intermediate - Part 1 ITEE02	5	6	8	1-	5	1-	5	5	-	5	5	5
	Microsoft Excel Intermediate - Part 2 ITEE03	6	17	9	6	6	-	6	-	6	6	-	6
	Microsoft Excel Advanced ITEE04	6	7	7	7	-	7	7	-	7	7	-	7
	Microsoft Excel Bespoke ITEEB	One To One Or Company Classroom Booking Only											
	Microsoft PowerPoint Introduction ITEP01	-	3	9	8	9	9	-	9	9	-	9	9
	Microsoft PowerPoint Advanced ITEP02	10	10	10	9	10	10	-	10	10	10	10	-
	Microsoft PowerPoint Bespoke ITEPB	One To One Or Company Classroom Booking Only											
	Microsoft Outlook Introduction ITEX01	One To One Or Company Classroom Booking Only											
	Microsoft Outlook Exchange 365 Advanced ITEX02	One To One Or Company Classroom Booking Only											
	Microsoft Outlook Bespoke ITEXB	One To One Or Company Classroom Booking Only											
	Microsoft SharePoint Bespoke ITESB	One To One Or Company Classroom Booking Only											
	Microsoft Teams Bespoke ITETB	One To One Or Company Classroom Booking Only											





IT: Database & Programming

IT Training Database & Programming		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Microsoft Access Introduction ITDA01	14	-	15	15	-	15	15	15	15	-	15	15
	Microsoft Access Intermediate ITDA02	-	-	16	16	16	16	-	16	16	-	16	16
	Microsoft Access Advanced ITDA03	17	17	17	-	17	17	-	17	17	17	17	-
	Microsoft Access Bespoke ITDAB	One To One Or Company Classroom Booking Only											
	Microsoft SQL Server ITDSB	One To One Or Company Classroom Booking Only											
	Microsoft Access VBA ITDVB	One To One Or Company Classroom Booking Only											
	Microsoft Excel VBA ITDVB	One To One Or Company Classroom Booking Only											
	Microsoft Word VBA ITDVB	One To One Or Company Classroom Booking Only											
	Microsoft PowerBi Introduction ITDP01	27	27	-	27	27	-	27	-	27	27	-	27
	Microsoft PowerBi Advanced ITDP02	One To One Or Company Classroom Booking Only											
	Microsoft PowerBi Bespoke ITDPB	One To One Or Company Classroom Booking Only											

IT: Microsoft Project

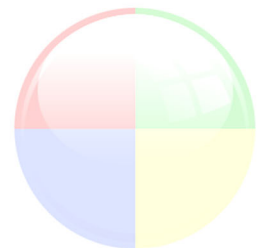
IT Training Microsoft Project		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Microsoft Project Introduction ITPP01	One To One Or Company Classroom Booking Only											
	Microsoft Project Intermediate ITPP02	One To One Or Company Classroom Booking Only											
	Microsoft Project Advanced ITPP03	One To One Or Company Classroom Booking Only											
	Microsoft Project Bespoke ITPPB	One To One Or Company Classroom Booking Only											





IT: Graphic & Design

IT Training		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Graphics & Design													
Ps	Adobe Photoshop Introduction ITGP01	13	13	-	13	13	-	13	-	13	13	-	13
Ps	Adobe Photoshop Bespoke ITGPB	One To One Or Company Classroom Booking Only											
Ai	Adobe Illustrator Introduction ITGI01	14	14	14	14	-	14	14	-	14	14	-	14
Ai	Adobe Illustrator Bespoke ITGIB	One To One Or Company Classroom Booking Only											
Id	Adobe InDesign Introduction ITGN01	5	-	15	15	-	15	15	15	15	-	15	15
Id	Adobe InDesign Bespoke ITGNB	One To One Or Company Classroom Booking Only											
Dw	Adobe Dreamweaver Introduction ITGD01	One To One Or Company Classroom Booking Only											
Dw	Adobe Dreamweaver Bespoke ITGDB	One To One Or Company Classroom Booking Only											
Pr	Adobe Premiere Introduction ITGR01	One To One Or Company Classroom Booking Only											
Pr	Adobe Premiere Bespoke ITGRB	One To One Or Company Classroom Booking Only											
V	Microsoft Visio Introduction ITGV01	One To One Or Company Classroom Booking Only											
V	Microsoft Visio Bespoke ITGVB	One To One Or Company Classroom Booking Only											
P	Microsoft Publisher Introduction ITGA01	One To One Or Company Classroom Booking Only											
P	Microsoft Publisher Bespoke ITGAB	One To One Or Company Classroom Booking Only											





Business Skills: Essential Business Skills

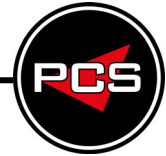
Business Skills Training Essential Business Skills		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Telephone & Reception Skills BSE01	17	17	17	-	17	17	-	17	17	17	17	-
	Customer Care BSE02		18	18	-	18	18	18	18	-	18	18	-
	Confidence & Assertiveness BSE03	19	19	-	19	19	-	19	19	-	19	19	-
	Business Writing Skills BSE04	20	20		20	20	-	20	-	20	-		
	Notes, Minute Taking & Productive Meetings BSE05	21	21	-	21	-	21	21	-	21	21	-	21
	Handling Difficult Customers BSE06	One To One Or Company Classroom Booking Only											

Business Skills: Sales & Marketing

Business Skills Training Sales And Marketing		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Telephone Sales BSS01	17	-	22	22	-	22	22	22	22	-	22	22
	Negotiation And Influencing Skills BSS02	One To One Or Company Classroom Booking Only											
	Sales Masterclass BSS03	One To One Or Company Classroom Booking Only											

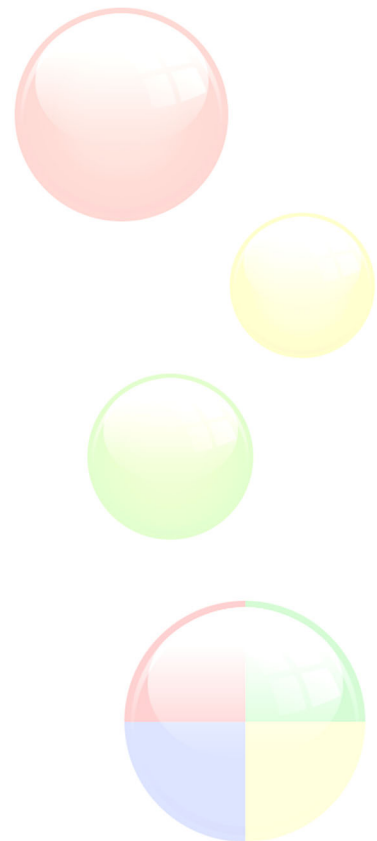
Business Skills: Presentation & Training

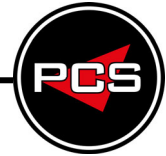
Business Skills Training Presentation & Training		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Presentation Skills BST01	20	-	23	23	23	23	-	23	23	23	23	
	Train The Trainer BST02	24	24	24	-	24	24	-	24	24	-	24	



Business Skills: Management & Development

Business Skills Training Management & Development		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Time Management BSM01	25	25	25	-	25	25	-	25	25	25	-	25
	Project Management BSM02	26	26	-	26	26	26	26	-	26	-	26	
	Introduction To Management & Supervision BSM03	27	27	-	27	27	-	27	-	27	27	-	27
	Management & Leadership Skills BSM04	24	24	24	24	24	24	24	24	24	24	-	24
	Mental Health Management BSM05	One To One Or Company Classroom Booking Only											





Health & Safety: First Aid At Work

Health & Safety Training		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
First Aid At Work													
	First Aid At Work - One Day Emergency FAW01	11	4 25	8	6	10	22	12	2	9	5	3	3
	First Aid At Work - Two Day Requalification FAW02	26-27	11-12	15-16	28-29	17-18	9-10	6-7	10-11	17-18	27-28	10-11	10-11
	First Aid At Work - Three Day Certificate FAW03	11-13	4-6	8-10	6-8	10-12	22-24	12-14	2-4	9-11	5-7	2-4	2-4

Health & Safety: Paediatric First Aid

Health & Safety Training		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
First Aid Paediatric													
	First Aid Paediatric - One Day FAP01	11	4	8	6	10	22	12	2	9	5	3	3
	First Aid Paediatric - Two Day: Weekday Dates FAP02	5-6	25-26	23-24	21-22	19-20	15-16	20-21	25-26	-	25-26	16-17	16-17
	First Aid Paediatric - Two Day: Weekend Dates FAP02	1-8	-	12-19	3-10	7-14	-	-	13-20	-	16-23	-	17-24
	First Aid Paediatric - Two Day Blended: Weekday Dates FAP03	5	25	23	21	19	15	20	25	24	25	16	21
	First Aid Paediatric - Two Day Blended: Weekend Dates FAP03	1	-	12	3	7	-	-	-	-	16	13	13

Health & Safety: Mental Health Training

Mental Health Training		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	One Day Mental Health Awareness FAM01	19	19	17	-	-	-	21	-	13	-	15	15
	Two Day Mental Health First Aid FAM02	19-20	20-21	17-18	-	-	-	22-23	-	13-15	-	15-16	15-16
	Mental Health Management BSM05	One To One Or Company Classroom Booking Only											

