

CURRENT SCHEDULED TRAINING DATES	Number of Days	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025
Live Virtual Training and Face to Face /in class		Looking for training in house	or bespoke training give us a	call on 01604 495252 or email	Traning@jcstraining.com
<u>MICROSOFT EXCEL</u>					
Microsoft Excel Foundation L1	1	7th	5th	9th	7th
Microsoft Excel Intermediate L2	1	15th	11th	17th	13th
Microsoft Excel Advanced L3	1	21st	18th	23rd	21st
Microsoft Excel L4 Masterclass	1	28th	25th	30th	27th
Microsoft Visio	1	15th	24th	21st	20th
Power BI	2	In company	7th & 8th	9th & 10th	5th & 6th
Power BI Advanced	2	29th & 30th	25th & 26th	29th & 30th	27th & 28th
Power BI Complete	4	CALL 01604 495252	CALL 01604 495252	CALL 01604 495252	CALL 01604 495252
<u>MICROSOFT POWERPOINT</u>					
Microsoft PowerPoint L1 &L2	1	14th	12th	19th	14th
PRAXIS FRAMEWORK, AGILE & CHANGE MANAGEMENT	Includes Exams	Candidates can attend	The Foundation Level *	The Practitioner Level *	Or both *
Praxis Framework, Foundation & Practitioner	Days			SEPTEMBER -	4th 10th, 22nd, 25th
Agile Project Management Foundation & Practitioner	Days		3rd, 9th, 12th, 19th		
Change Management Foundation & Practitioner	Days		2nd, 5th, 10th, 13th & 18th		
FURTHER MICROSOFT TRAINING AVAILABLE		WORD	TEAMS	OUTLOOK	SHAREPOINT

BUSINESS & PEOPLE DEVELOPMENT	Number of Days	MAY 2025	JUNE 2025	JULY 2025
If what you are looking for is not listed on our website just give us a call on 01604 495252		We have expertise in many areas of People & Business	Training, Development & Design	Specialists in bespoke workshops & Full Company Training Programmes
Click on course name to open link to outline:				
The Modular Manager Programme	3 days	Module 3. 06.05.2025	Next MMP Programme dates : Module 1: 13.08.2025	Module 2: 10.09.2025 Module 3: 15.10.2025
Handling Difficult People & Situations	1	12th	3rd	9th
Communication Skills	1	—	18th	15th
Advanced People Management	2	20th & 21st (Full)	25th	18th
Delivering Exceptional Customer Service	1	28th	4th	16th
Managing Successful Meetings	1	14th	16th	17th
Supervisor and Team Leader Training	1	Full	18th	23rd
Developing Assertiveness & Confidence	1	20th	26th	24th
Emotional Intelligence	1	21st	10th	10th
Performance Management	1	Full	11th	22nd
Team Building	1	7th	24th	-
Coaching Conversations	2	27th & 28th	-	29th & 30th
Minute Taking	1	Full	16th	17th
Performance Management	1	15th	6th	8th
<small>Delivered by a JCS training associate who is registered as an accredited training organisation with both APMG-International and People Cert on behalf of AXELOS Ltd and APMG-International. The PRINCE2®.</small>		Company & Candidate reviews	available on request for scheduled and	bespoke training programmes & workshops
For highlighted courses in blue call	01604	495252 for more detail or	E: training@jcstraining.com	Office note : 14/16SW