

Scheduled Courses Northampton & Central Milton Keynes Further forward dates available. CLOSED GROUP TRAINING NATIONWIDE TAILORED TRAINING	Number of Days	April 2018	May 2018	June 2018	July 2018
MICROSOFT PROJECT		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft Project	2	5th & 6th	2nd & 3rd	4th & 5th	3rd & 4th
Microsoft Project 2016 in a day	1	11th	19th	15th	17th
MICROSOFT WORD		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft Word Introduction Level 1	1	10th	2nd	4th	5th
Microsoft Word Intermediate Level 2	1	26th	17th	13th	11th
Microsoft Word Advanced Level 3	1	See May	23rd	26th	25th
MICROSOFT EXCEL		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft Excel Introduction Level 1	1	10th	3rd	6th	4th
Microsoft Excel Intermediate Level 2	1	16th	15th	22nd	19th
Microsoft Excel Advanced Level 3	1	25th	23rd	27th	25th
Understand & Create Pivot Tables	1	16th	15th	12th	10th
Microsoft Excel MACRO & VBA (day 1)	1	23rd	21st	26th	26th
Microsoft Excel MACRO & VBA (day 2)	1	24th	22nd	27th	27th
Mastering Financial Modelling	1	20th	16th	21st	25th
MICROSOFT ACCESS		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft Access Fundamentals	2	23rd & 24th	23rd & 24th	26th & 27th	24th & 25th
MICROSOFT POWERPOINT		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft PowerPoint Introduction Level 1	1	12th	15th	13th	10th
Microsoft PowerPoint Advanced Level 2	1	24th	25th	26th	23rd
MICROSOFT OUTLOOK,VISIO & PUBLISHER		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Microsoft Outlook L1 or L2	1	9th	15th	13th	11th
Microsoft Visio Level 1 or Level 2	1	--	25th	21st	23rd
Microsoft Publisher	1	11th	14th	18th	19th

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BUSINESS SKILL TRAINING	NEW COURSES		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
NEWLY APPOINTED MANAGER		3	N/A	15th,16th, 17th	N/A	16th, 17th & 18th
EFFICIENT RECEPTIONIST/ FRONT OF HOUSE		1	N/A	23rd	26th	25th
DEALING WITH COMPLAINTS		1	12th	3rd	12th	11th
DYNAMIC CUSTOMER SERVICE		1	17th	16th	20th	19th
PERFORMANCE MANAGEMENT		1	17th	16th	21st	24th
MANAGING CHANGE		1	26th	25th	27th	31st
EXCEL BI			ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
INTRODUCTION TO MS EXCEL POWER QUERY		1	11th	2nd	6th	4th
INTRODUCTION TO MS EXCEL POWERPIVOT		1	17th	9th	19th	17th
INTRODUCTION TO MS POWER BI DESKTOP		2	23rd & 24th	22nd & 23rd	27th & 28th	25th & 26th
PRINCE 2 ®	PRINCE 2		ALL COURSES CAN BE	DELIVERED AS CLOSED	COMPANY COURSES	DATES TO SUIT & WEBINAR
PRINCE2 FOUNDATION & PRACTITIONER (Inc. Exams)	5 days		23rd–27th Bham 30th–4th May Bham NORTHAMPTON DATES TO SUIT	14th–18th Bham & MK NORTHAMPTON DATES TO SUIT	4th–8th Bham 11th–15th MK & Bham 18th–22nd Bham NORTHAMPTON DATES TO SUIT	2ND–6th Bham 9th -13th Bham & MK 23rd–27th Bham 30th–3rd Bham NORTHAMPTON DATES TO SUIT
PRINCE2 FOUNDATION & PRACTITIONER (Inc. Exams)	2 days		9th - 10th MK 23rd - 24th Bham 30th–1st May Bham NORTHAMPTON DATES TO SUIT	14th - 15th Bham & MK NORTHAMPTON DATES TO SUIT	4th & 5th Bham 11th & 12th Bham 18th & 19th Bham NORTHAMPTON DATES TO SUIT	2nd & 3rd Bham 9th–10th Bham & MK 23rd & 24th Bham NORTHAMPTON DATES TO SUIT
PRINCE 2 PRACTITIONER (Exam)	(Inc. 3 days		11th–13th MK 25th 27th Bham NORTHAMPTON DATES TO SUIT	2nd–4th Bham 16th–18th Bham & MK NORTHAMPTON DATES TO SUIT	6th–8th Bham 13th–15th Bham & MK 20th–22nd Bham NORTHAMPTON DATES TO SUIT	4th–6th Bham 11th–13th Bham & MK 25th–27th Bham NORTHAMPTON DATES TO SUIT

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E-LEARNING TRAINING		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
CAPTIVATE	2 days	17th & 18th	9th & 10th	N/A	10th & 11th
ARTICULATE STORYLINE	2 days	23rd & 24th	23rd & 24th	19th & 20th	25th & 26th
ADOBE BOTH PC AND MAC PLATFORMS		ALL COURSES CAN BE	DELIVERED AS TAILORED	COMPANY COURSES	DATES TO SUIT
Adobe InDesign & Photoshop for Marketing L1	2 days	12th & 13th	14th & 15th	11th & 12th	11th & 12th
Adobe InDesign & Photoshop for Marketing L2	2 days	30th & 1st May 2018	31st May & 1st June	13th & 14th	11th & 12th
Adobe InDesign Introduction	2 days	16th & 17th	8th & 9th	12th & 13th	17th & 18th
Adobe InDesign more advanced	1 day	25th	23rd	21st	26th
Adobe Photoshop Introduction	2 days	9th & 10th	8th & 9th	6th & 7th	17th & 18th
Adobe Photoshop more advanced	1 day	25th	23rd	19th	31st
Adobe InDesign MULTIMEDIA TRAINING	2 days	16th & 17th	21st & 22nd	20th & 21st	24th & 25th
APMG—SCHEDULED TRAINING		FURTHER LOCATIONS	FURTHER LOCATIONS	FURTHER LOCATIONS	DETAILS ON REQUEST
APMG Agile Project Management Foundation	2 days	9th & 10th London 23rd & 24th London 30th & 31st London	14th, & 15th London & Bham 21st & 22nd MK	11th & 12th London 25th & 26th London	16th—17th Bham
APMG Agile Certificate in Agile Project Management	3 days	18th—20th London	23rd—25th London 8th—10th London	13th—15th London 20th - 22nd London	16th—18th London 23rd—25th London
APMG Agile Project Management Foundation & Practitioner. Agile PM ®	5 days	9th—13th London 23rd—27th London 30th—4th London	8th - 12th London 14th— 18th London 14th—18th Bham 21st—15th MK	11th—15th London 18th—22nd London 25th— 19th London	2nd—6th London 9th—13th London 16th—20th Bham & London 30th - 3rd Aug London
FOR DETAIL OF TRAINING	AND	SERVICES AVAILABLE	VISIT OUR WEBSITE	WWW.JCSTRAINING.COM	T: 01604 495252