

| Scheduled Courses<br>Northampton N & Milton Keynes MK<br>Further forward dates available.<br>CLOSED GROUP TRAINING<br>NATIONWIDE and 1:1 delivery. | Number of Days | Location | July 2017   | August 2017 | September 2017 | October 2017 |
|--|----------------|----------|-------------|-------------|----------------|--------------|
| <b>Microsoft Project 2007, 2010, 2013</b>  |                |          |             |             |                |              |
| Microsoft Project  | 2              | N & MK   | 10th & 11th | 15th & 16th | 20th & 21st    | 18th & 19th  |
| Microsoft Project 2016 in a day  | 1              | N        | 26th        | 22nd        | 19th           | 24th         |
| <b>Microsoft Word 2007,2010, 2013, 2016</b>  |                |          |             |             |                |              |
| Microsoft Word Introduction Level 1  | 1              | N & MK   | 6th         | 9th         | 5th            | 5th          |
| Microsoft Word Intermediate Level 2  | 1              | N & MK   | 13th        | 15th        | 13th           | 11th         |
| Microsoft Word Advanced Level 3  | 1              | N & MK   | 25th        | 21st        | 21st           | 24th         |
| <b>Microsoft Excel 2007 ,2010,2013, 2016</b>   |                |          |             |             |                |              |
| Microsoft Excel Introduction Level 1   | 1              | N & MK   | 10th        | 3rd         | 6th            | 10th         |
| Microsoft Excel Intermediate Level 2   | 1              | N & MK   | 17th        | 15th        | 14th           | 19th         |
| Microsoft Excel Advanced Level 3   | 1              | N & MK   | 26th        | 23rd        | 28th           | 25th         |
| Understand & Create Pivot Tables   | 1              | N & MK   | 5th         | 1st         | 7th            | 12th         |
| Microsoft Excel MACRO & VBA ( day 1)   | 1              | N & MK   | 10th        | 8th         | 19th           | 27th         |
| Microsoft Excel MACRO & VBA ( day 2)   | 1              | N & MK   | 11th        | 9th         | 20th           | 28th         |
| Mastering Financial Modelling  | 1              | N & MK   | 23rd        | 17th        | 20th           | 17th         |
| <b>Microsoft Access 2007. 2010 .2013,2016</b>  |                |          |             |             |                |              |
| Microsoft Access Fundamentals  | 2              | N & MK   | 25th & 26th | 16th & 17th | 13th & 14th    | 17th & 18th  |
| Microsoft Access More Advanced   | 1              | N & MK   | -----       | 30th        | 26th           | 26th         |
| <b>MS PowerPoint 2007, 2010 ,2013,2016</b>   |                |          |             |             |                |              |
| Microsoft PowerPoint Introduction Level 1  | 1              | N & MK   | 4th         | 3rd         | 14th           | 11th         |
| Microsoft PowerPoint Advanced Level 2  | 1              | N & MK   | 27th        | 22nd        | 20th           | 28th         |
| <b>MS Outlook 2007,2010,2013,2016</b>  |                |          |             |             |                |              |
| Microsoft Outlook L1 or L2   | 1              | N & MK   | 20th L2     | 22nd L1     | 21st           | 26th         |

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|--|----------------|----------|-----------------------------|-------------------------------|------------------------|--------------------------------|
| <b>NEWLY APPOINTED MANAGER</b><br>( closed course training available)  | 3              | N & MK   | -----                       | -----                         | 19th, 20th & 21st      | 25th, 26th & 27th              |
| Microsoft Visio Level 1 or Level 2   | 1              | N & MK   | 10th                        | 17th                          | 14th                   | 12th                           |
| <b>ADOBE all versions including CC</b>   |                |          |                             |                               |                        |                                |
| Adobe Photoshop Introduction   | 2              | N & MK   | 12th & 13th                 | 10th & 11th                   | 12th & 13th            | 10th & 11th                    |
| Adobe <b>Photoshop</b> More Advanced   | 1              | N & MK   | 19th                        | 17th                          | 20th                   | 19th                           |
| Adobe InDesign Introduction  | 2              | N & MK   | 10th & 11th                 | 8th & 9th                     | 6th & 7th              | 2nd & 3rd                      |
| Adobe InDesign More Advanced   | 1              | N & MK   | 17th                        | 22nd                          | 26th                   | 20th                           |
| Adobe Illustrator Introduction   | 2              | N & MK   | 5th & 6th                   | 10th & 11th                   | 18th & 19th            | 12th & 13th                    |
| <b>Adobe InDesign &amp; Adobe Photoshop Combined training for Marketing</b>  | 2              | N & MK   | 17th & 18th                 | 16th & 17th                   | 18th & 19th            | 23rd & 24th                    |
| <b>CLOSED GROUP TRAINING</b>   |                |          |                             |                               |                        |                                |
| <b>Business Skills training</b>  | Prince2        | SQL      | Assertiveness               | IPAD Development              | Provision of trainer   | Training assessment            |
| <b>AutoCAD</b>   | ITIL           | PRINCE2  | Dealing with Conflict       | IT Consultancy                | MSP                    | Hire of equipment              |
| <b>Adobe training</b>  | JAVA           | PROJECT  | Influencing & Communication | IT Room Hire                  | Cisco                  | Training room<br>Set-up onsite |
| <b>Citrix/Cisco</b>  | MS Office      | SECURITY | Problem Solving             | Tailored<br>In House training | Project<br>Methodology | Training manual<br>Development |
| <b>COMP-TIA</b>  | Oracle         | UNIX     | Leadership for New Managers | Software development          | Excel BI<br>Self-Serve | Online training<br>development |
| <b>E-Learning Development</b>  |                |          |                             |                               |                        |                                |

| Scheduled Course<br><i>Other locations and dates available for East, London, Midlands, North, South &amp; Scotland .</i><br><b>CLOSED GROUP TRAINING</b><br><b>NATIONWIDE and 1:1 delivery.</b> | Number of Days | July 2017  | August 2017  | September 2017   | October 2017  |
|---|----------------|--|--|--|---|
| <b>MANAGING SUCCESSFUL PROJECTS - MSP</b>   |                |  |  |  |   |
| Managing Successful Programmes—MSP Foundation 2011  | 3 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>18th - 20th Milton Keynes</b>   | <b>16th - 18th Birmingham</b><br><b>16th—18th Nottingham</b>                                    |
| Managing Successful Programmes—MSP Foundation & Practitioner 2011   | 5 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>18th—22nd Milton Keynes</b><br><b>25th—29th Birmingham</b>                  | <b>16th - 20th Birmingham</b><br><b>23rd—27th Nottingham</b>                                    |
| Managing Successful Programmes— MSP Practitioner 2011   | 2 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>21st—22nd Milton Keynes</b><br><b>28th—29th Birmingham</b>                  | <b>19th—20th Birmingham</b><br><b>26th—27th Nottingham</b><br><b>30th &amp; 31st Birmingham</b> |
| <b>MICROSOFT AZURE</b>  |                |  |  |  |   |
| Microsoft Azure Fundamentals  | 2 days         | <b>13th—14th Milton-Keynes</b>   | <b>24th—25th Birmingham</b>  | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>9th—10th Milton Keynes</b>   |
| Develop Microsoft Azure Solutions   | 4 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>14th—17th Birmingham</b>  | <b>4th - 7th Birmingham</b>  | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>                  |
| Implementing Microsoft Azure Infrastructure Solutions   | 5 days         | <b>17th—21st Birmingham</b>  | <b>14th - 18th Birmingham</b>  | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> | <b>2nd—6th Birmingham,</b>  |

| Scheduled Course<br><i>Other locations and dates available for East, London, Midlands, North, South &amp; Scotland .</i><br><b>CLOSED GROUP TRAINING</b><br><b>NATIONWIDE and 1:1 delivery.</b> | Number of Days | July 2017   | August 2017  | September 2017  | October 2017   |
|---|----------------|---|--|---|--|
| <b>PRINCE2</b>  |                |   |  |   |  |
| PRINCE2 Foundation & Practitioner (Inc. Exams)  | 5 days         | <b>17th—21st Milton Keynes</b><br><b>24th—28th Birmingham</b>                           | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> |
| PRINCE2 Foundation ( Inc. exam)   | 2 days         | <b>17th &amp; 18th Milton Keynes</b><br><b>24th &amp; 25th Birmingham</b>               | <b>14th—15th Milton Keynes</b><br><b>21st - 22nd Birmingham</b><br><b>7th—8th Nottingham</b> | <b>4th—5th Birmingham</b><br><b>18th—19th Coventry</b><br><b>18th—19th Birmingham</b>   | <b>9th—10th Coventry</b>   |
| PRINCE2 Practitioner ( Inc. exam)   | 3 days         | <b>19th &amp; 21st Milton Keynes</b><br><b>26th &amp; 27th Birmingham</b>               | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>6th—8th NOVEMBER</b><br><b>Birmingham</b>                                   |
| <b>Agile for Project Managers</b>   |                |   |  |   |  |
| APMG Agile Project Managers Foundation  | 2 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>16th—17th October Birmingham</b><br><b>16th—17th October</b><br><b>Milton Keynes</b> | <b>16th—17th Birmingham</b><br><b>16th—17th Milton Keynes</b>                  |
| APMG Agile Project Managers Practitioner  | 3 days         | <b>16th—17th October Birmingham</b><br><b>16th—17th October</b><br><b>Milton Keynes</b> | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>18th—10th Birmingham</b><br><b>18th—20th Milton Keynes</b>                  |
| APMG Agile Project Managers Foundation & Practitioner   | 5 days         | <b>19th—23rd Birmingham</b>   | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>16th—20th Birmingham</b><br><b>16th—20th Milton Keynes</b>                  |
| <b>DIGITAL WEB DEVELOPMENT FUNDEMENTALS</b>   | 5 days         | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>          | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b>               | <b>11th—15th September 2017</b><br><b>Birmingham</b>                                    | <b>Further locations</b><br><b>For details</b><br><b>call: t: 01604 495252</b> |