

Scheduled Courses Northampton & Central Milton Keynes Further forward dates available. CLOSED GROUP TRAINING NATIONWIDE TAILORED TRAINING	Number of Days	January 2018	February 2018	March 2018	April 2018
Microsoft Project					
Microsoft Project	2	18th & 19th	15th & 16th	7th & 8th	5th & 6th
Microsoft Project 2016 in a day	1	11th	5th	15th	11th
Microsoft Word					
Microsoft Word Introduction Level 1	1	9th	6th	6th	10th
Microsoft Word Intermediate Level 2	1	18th	15th	20th	18th
Microsoft Word Advanced Level 3	1	30th	27th	28th	26th
Microsoft Excel					
Microsoft Excel Introduction Level 1	1	10th	7th	5th	10th
Microsoft Excel Intermediate Level 2	1	16th	15th	14th	16th
Microsoft Excel Advanced Level 3	1	24th	27th	20th	25th
Understand & Create Pivot Tables	1	11th	22nd	27th	16th
Microsoft Excel MACRO & VBA (day 1)	1	23rd	20th	22nd	23rd
Microsoft Excel MACRO & VBA (day 2)	1	24th	21st	23rd	24th
Mastering Financial Modelling	1	23rd	28th	15th	20th
Microsoft Access					
Microsoft Access Fundamentals	2	See February	13th & 14th	27th & 28th	23rd & 24th
MS PowerPoint					
Microsoft PowerPoint Introduction Level 1	1	11th	8th	6th	12th
Microsoft PowerPoint Advanced Level 2	1	23rd	21st	23rd	24th
MS Outlook—VISIO & PUBLISHER					
Microsoft Outlook L1 or L2	1	10th	8th	7th	9th
Microsoft Visio Level 1 or Level 2	1	25th L1	23rd	21st	25th
Microsoft Publisher	1	18th	7th	4th	11th

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BUSINESS SKILL TRAINING .					
NEWLY APPOINTED MANAGER	3	See Feb 2018	5th, 6th & 7th	13th, 14th & 15th	16th, 17th & 18th
PUTTING THE BUYING INTO SELLING (NEW COURSE)	1	9th	13th	7th	12th
DYNAMIC CUSTOMER SERVICE (NEW COURSE)	1	18th	15th	13th	17th
PERFORMANCE MANAGEMENT (NEW COURSE)	1	30th	14th	27th	17th
MANAGING CHANGE	1	24th	22nd	20th	26th
Excel BI					
INTRODUCTION TO MS POWER QUERY	1	10th	13th	6th	11th
INTRODUCTION TO MS POWERPIVOT	1	8th	21st	14th	17th
ADVANCED MS POWER QUERY & POWERPIVOT	2	24th & 25th	22nd & 23rd	20th & 21st	23rd & 24th
INTRODUCTION TO MS POWER BI DESKTOP	2	11th & 12th	7th & 9th	17th & 28th	23rd & 24th
Prince2—onsite company training available.		MILTON KEYNES , NORTHAMPTON	BIRMINGHAM = and onsite		
PRINCE2 Foundation & Practitioner (Inc. Exams)	5 days	15th—19th Milton Keynes 22nd - 26th Milton Keynes 29th - 2nd Feb Bham	12th—16th MK & Bham 19th—23rd Northampton 26th—30th MK & Bham	19th—23rd Northampton 12th & 19th Bham	3rd—7th & 16th 20th & 23rd 27th Then 30th—4th May All Bham 9th—13th Bham & MK
PRINCE2 Foundation (Inc. Exam)	2 days	15th & 16th Northampton 15th & 16th then 22nd & 23rd 29th & 30th Bham & Milton	19th & 20th Northampton 12th & 13th & 26th & 27th Bham & Milton Keynes	19th—20th Northampton 12th & 19th Bham	9th—10th MK 16th & 17th - 23rd & 24th Bham 30th—1st May Bham
PRINCE2 Practitioner (Inc. Exam)	3 days	17th—19th Northampton 17th—19th Bham & Milton Keynes 24th—26th Bham & Milton Keynes 31st - 2nd Bham	21st—23rd Northampton 14th - 16th & 28th—30th Bham & Milton Keynes	21st—23rd Northampton 14th & 21st Bham	11th—13th MK 18th—20th - 25th 27th Bham

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E-learning We also develop e-learning.					
CAPTIVATE	2 days	17th & 18th	15th & 16th	14th & 15th	17th & 18th
CAMTASIA	2 days	30th & 31st	27th & 28th	22nd & 23rd	30th & 1st May 2018
ARTICULATE STORYLINE	2 days	23rd & 24th	21st & 22nd	19th & 20th	23rd & 24th
Adobe (training available on all Adobe software)					
Adobe InDesign & Photoshop for Marketing L1	2 days	10th & 11th	7th & 8th	7th & 8th	12th & 13th
Adobe InDesign & Photoshop for Marketing L2	2 days	30th & 31st	27th & 28th	19th & 20th	30th & 1st May 2018
Adobe InDesign Introduction	2 days	17th & 18th	14th & 15th	12th & 13th	16th & 17th
Adobe InDesign more advanced	1 day	25th	26th	27th	25th
Adobe Photoshop Introduction	2 days	9th & 10th	8th & 9th	5th & 6th	9th & 10th
Adobe Photoshop more advanced	1 day	23rd	21st	27th	25th
Adobe InDesign MULTIMEDIA TRAINING	2 days	17th & 18th	14th & 15th	12th & 13th	16th & 17th
APMG—SCHEDULED TRAINING Birmingham	LONDON				
APMG Agile Project Management Foundation	2 days	22nd—23rd Bham	19th - 20th London	5th - 6th Bham & London 12th & 13th London 19th & 20th London	9th & 10th London 23rd & 24th London 30th & 31st London
APMG Agile Project Management Practitioner	3 days	24th, 25th, 26th Bham & London	7th, 8th & 9th London 21st, 22nd & 23rd London	7th, 8th & 9th Bham & London	11th, 12th & 13th London
APMG Agile Project Management Foundation & Practitioner	5 days	22nd—26th Bham & London	5th—9th London 19th - 23rd London	5th—9th Bham & London 19th—23rd London	9th—13th London 23rd—27th London