

Scheduled Courses Further forward dates published CLOSED GROUP TRAINING & TAILORED DELIVERY NATIONWIDE	Number of Days	November 2018	December 2018	January 2019	February 2019
NEW NEW ! OFFICE 365 TRAINING AVAILABLE	INCLUDING CALL	OneDrive t: 01604 495252	Skype for Business To discuss your	Teams training	SharePoint requirements
CHANGE MANAGEMENT FOUNDATION 3 DAY WEBINAR. Exam included in cost. Change management is the Trademark of AMPG international.	3	6th, 9th, 12th WEBINAR	-----	For Jan dates contact T: 01604 495252	-----
MICROSOFT PROJECT					
Microsoft Project 2016 in a day	1	13th	13th	9th	7th
MICROSOFT WORD					
Microsoft Word Introduction Level 1	1	7th	6th	8th	7th
Microsoft Word Intermediate Level 2	1	20th	13th	16th	13th
Microsoft Word Advanced Level 3	1	29th	18th	24th	21st
MICROSOFT EXCEL					
Excel Analysing Data with Tables, Pivot tables and Charts	1	14th	12th	10th	12th
Microsoft Excel Introduction Level 1	1	1st	3rd	8th	6th
Microsoft Excel Intermediate Level 2	1	21st	11th	17th	14th
Microsoft Excel Advanced Level 3	1	27th	19th	23rd	27th
Microsoft Excel MACRO & VBA (day & day 2)	1	1st/2nd	4th/5th	29th/30th	27th /28th
Mastering Financial Modelling	1	21st	18th	10th	18th
MICROSOFT ACCESS					
Microsoft Access Fundamentals	2	20th/ 21st	--	22nd /23rd	20th/21st
MICROSOFT POWERPOINT					
Microsoft PowerPoint Level 1	1	14th	7th	9th	5th
Microsoft PowerPoint Advanced Level 2	1	29th	13th	25th	20th
MICROSOFT OUTLOOK,VISIO & PUBLISHER					
Microsoft Outlook L1 or L2	1	7th	4th	11th	11th
Microsoft Visio Level 1 or Level 2	1	21st	20th	23rd	20th
Microsoft Publisher	1	28th	—	30th	28th

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BUSINESS SKILL TRAINING		For closed course	Tailored training	Call: 01604 495252	E:training@jcstraining.com
NEW MINUTE TAKING	1	7th	—	10th	—
DEALING WITH COMPLAINTS	1	14th	11th	16th	13th
EFFICIENT RECEPTIONIST	1	30th	—	23rd	—
THE NEWLY APPOINTED MANAGER	3	21st/22nd, 23rd	—	9th/ 10th / 11th	—
DEVELOPING ASSERTIVNESS & CONFIDENCE	1	14th	13th	17th	21st
PRESENTATIONS PREPARING, DEVELOPING & DELIVERY	2	27th/28th	—	10th / 11th	19th/20th
EXCEL BI					
INTRODUCTION TO MS POWER BI DESKTOP	2	14th & 15th	—	24th & 25th	—
PRINCE 2 ALSO AVAILABLE VIA WEBINAR		Support as and when needed.....	For further detail call : 01604 495252	Email training@jcstraining.com	
PRINCE2 FOUNDATION (Inc. Exams)	2 days	Milton Keynes 5th/6th Northampton & onsite group training in UK	Milton Keynes 10th/11th Northampton & onsite group training in UK	Milton Keynes 14th/15th Northampton & onsite group training in UK	Milton Keynes 11th/12th Northampton & onsite group training in UK
PRINCE2 FOUNDATION & PRACTITIONER (Inc. Exams)	5 days	Milton Keynes 5th/9th Northampton & onsite group training in UK	Milton Keynes 10th/14th Northampton & onsite group training in UK	Milton Keynes 14th/18th Northampton & onsite group training in UK	Milton Keynes 11th/15th Northampton & onsite group training in UK
PRINCE 2 PRACTITIONER (Inc. Exam) Scheduled training other locations detail on request.	3 days	Milton Keynes 7th/9th Northampton & onsite group training in UK	Milton Keynes 12th/14th Northampton & onsite group training in UK	Milton Keynes 16th/18th Northampton & onsite group training in UK	Milton Keynes 13th/15th Northampton & onsite group training in UK
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E-LEARNING TRAINING					
CAPTIVATE	2 days	13th / 14th	18th / 19th	16th/17th	—
ARTICULATE STORYLINE	2 days	—	18th / 19th	16th/17th	1th/14th
ADOBE BOTH PC AND MAC PLATFORMS	NEW	NEWNEW	TRAINING AVAILABLE ON	ADOBE CC. 2019	CALL T: 01604 495252
Adobe InDesign & Photoshop for Marketing L1	2 days	13th / 14th	11th / 12th	10th/11th	6th/7th
Adobe InDesign & Photoshop for Marketing L2	2 days	13th / 14th	13th / 14th	10th/11th	6th/7th
Adobe InDesign Introduction	2 days	7th/ 8th	5th/ 6th	8th/9th	13th/14th
Adobe InDesign more advanced	1 day	20th	13th	24th	21st
Adobe Photoshop Introduction	2 days	7th / 8th	5th / 6th	8th/9th	13th/14th
Adobe Photoshop more advanced	1 day	20th	13th	24th	21st
Adobe InDesign MULTIMEDIA TRAINING	2 days	27th / 28th	18th / 19th	22nd/23rd	26th/27th
FOR FURTHER DETAILS OF THE COURSES AVAILBALE THROUGH JCS TRAINING	VISIT	WWW.JCSTRAINING.COM	t: 01604 495252	E: TRAINING@JCSTRAINING.COM	
ACCOUNTS SAGE TRAINING		CAD CISCO COMP-TIA	MICROSOFT TECHNICAL	ADOBE DIGITAL/MEDIA/APPS DEVELOPMENT	AGILE
BUSINESS SKILLLS DEVELOPMENT TRAINING CUSTOMER SERVICES		GOOGLE APPS	MICROSOFT END USER	TRAINING CONSULTANCY	VIDEO PRODUCTION TRAINING
E-LEARNING DEVELOPMENT		ITIL MSP PRINCE2	JAVASCRIPT	HIRE OF LAPTOPS	SERVER TECHNOLOGIES
UPGRADE TRAINING OFFICE 365		ROOM HIRE FULLY EQUIPPED	PROJECTOR HIRE	COMPANY TRAINING CONTRACTS	BESPOKE TRAINING