

Scheduled Courses Northampton & Central Milton Keynes Further forward dates available. CLOSED GROUP TRAINING NATIONWIDE TAILORED TRAINING	Number of Days	June 2018	July 2018	August 2018	September 2018
<b>MICROSOFT PROJECT</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
Microsoft Project 2016 in a day	1	15th	17th	16th	19th
<b>MICROSOFT WORD</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
Microsoft Word Introduction Level 1	1	4th	5th	6th	5th
Microsoft Word Intermediate Level 2	1	13th	11th	14th	20th
Microsoft Word Advanced Level 3	1	26th	25th	22nd	25th
<b>MICROSOFT EXCEL</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
<b>Excel Analysing Data with Tables, Pivot tables and Charts</b>	1	14th	10th	7th	12th
Microsoft Excel Introduction Level 1	1	6th	4th	2nd	6th
Microsoft Excel Intermediate Level 2	1	22nd	18th	21st	12th
Microsoft Excel Advanced Level 3	1	27th	25th	30th	25th
Microsoft Excel MACRO & VBA ( day & day 2)	1	26/27th	26th/27th	21/22nd	19th/20th
Mastering Financial Modelling	1	21st	25th	21st	20th
<b>MICROSOFT ACCESS</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
Microsoft Access Fundamentals	2	26th & 27th	24th & 25th	20th & 21st	24th & 25th
<b>MICROSOFT POWERPOINT</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
Microsoft PowerPoint Level 1	1	13th	10th	2nd	6th
Microsoft PowerPoint Advanced Level 2	1	26th	23rd	14th	18th
<b>MICROSOFT OUTLOOK,VISIO &amp; PUBLISHER</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
Microsoft Outlook L1 or L2	1	13th	11th	7th	11th
Microsoft Visio Level 1 or Level 2	1	21st	23rd	24th	19th
Microsoft Publisher	1	18th	19th	21st	20th

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<b>BUSINESS SKILL TRAINING</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
<b>EFFICIENT RECEPTIONIST/ FRONT OF HOUSE</b>	1	---	25th	---	21st
<b>DEALING WITH COMPLAINTS</b>	1	12th	---	14th	14th
<b>DYNAMIC CUSTOMER SERVICE</b>	1	20th	19th	22nd	27th
<b>THE NEWLY APPOINTED MANAGER</b>	3	---	11th, 12th & 13th	---	26th, 27th & 28th
<b>DEVELOPING ASSERTIVNESS &amp; CONFIDENCE</b>	1	---	5th	7th	10th
<b>EXCEL BI</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
INTRODUCTION TO MS POWER BI DESKTOP	2	27th & 28th	25th & 26th	22nd & 23rd	25th & 26th
<b>PRINCE 2 ®</b>	<b>PRINCE 2</b>	<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS CLOSED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT &amp; WEBI-NAR</b>
PRINCE2 FOUNDATION & PRACTITIONER ( Inc. Exams) Scheduled training other locations detail on request.	5 days	4th–8th Bham 11th–15th MK & Bham  NORTHAMPTON DATES TO SUIT	2nd–6th Bham 9th -13th Bham & MK 23rd–27th Bham 30th–3rd Bham  NORTHAMPTON DATES TO SUIT	6th–10th Bham & MK 13th–17th Bham 20th–24th Bham  NORTHAMPTON DATES TO SUIT	3rd–7th Bham 10th–14th Bham 17th - 21st Bham 24th - 28th Bham  NORTHAMPTON DATES TO SUIT
PRINCE2 FOUNDATION (Inc. Exams) Scheduled training other locations detail on request.	2 days	4th & 5th Bham 11th & 12th Bham & MK  NORTHAMPTON DATES TO SUIT	2nd & 3rd Bham 9th–10th Bham & MK 23rd & 24th Bham  NORTHAMPTON DATES TO SUIT	6th & 7th Bham 13th & 14th Bham 20th & 21st Bham  NORTHAMPTON DATES TO SUIT	3rd & 4th Bham 10th & 11th MK 17th & 18th Bham 24th & 25th Bham
PRINCE 2 PRACTITIONER (Inc. Exam) Scheduled training other locations detail on request.	3 days	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	1st–3rd Bham 8th–10th Bham & MK 15th– 17th Bham 22nd–14th Bham  NORTHAMPTON DATES TO SUIT	5th–7th Bham 12th–14th Mk 19th–21st Bham 26th–28th  NORTHAMPTON DATES TO SUIT

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<b>E-LEARNING TRAINING</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
CAPTIVATE	2 days	---	10th & 11th	8th & 9th	11th & 12th
ARTICULATE STORYLINE	2 days	19th & 20th	25th & 26th	---	26th & 27th
<b>ADOBE BOTH PC AND MAC PLATFORMS</b>		<b>ALL COURSES CAN BE</b>	<b>DELIVERED AS TAILORED</b>	<b>COMPANY COURSES</b>	<b>DATES TO SUIT</b>
<b>Adobe InDesign &amp; Photoshop for Marketing L1</b>	2 days	11th & 12th	11th & 12th	14th & 15th	12th & 13th
<b>Adobe InDesign &amp; Photoshop for Marketing L2</b>	2 days	13th & 14th	11th & 12th	14th & 15th	12th & 13th
Adobe InDesign Introduction	2 days	12th & 13th	17th & 18th	21st & 22nd	19th & 20th
Adobe InDesign more advanced	1 day	21st	26th	30th	27th
Adobe Photoshop Introduction	2 days	6th & 7th	17th & 18th	21st & 22nd	19th & 20th
Adobe Photoshop more advanced	1 day	19th	31st	30th	27th
<b>Adobe InDesign MULTIMEDIA TRAINING</b>	2 days	20th & 21st	24th & 25th	21st & 22nd	19th & 20th
<b>APMG® AGILE</b>		<b>FURTHER LOCATIONS</b>	<b>ONSITE TRAINING</b>	<b>WEBINAR</b>	
APMG® Agile Project Management Foundation	2 days	11th & 12th - 18th & 19th 25th & 26th London	2nd & 3rd—9th & 10th London 16th—17th Bham 30th & 31st London	6th & 7th - 13th & 14th London 20th & 21st London	3rd—4th - 10th & 11th 17th & 18th -24th & 25th London 17th & 18th Bham
APMG® Agile Project Management Practitioner	3 days	13th to 15th. 20th to 22nd 27th to 29th London	4th to 6th. 11th to 3th Notts & London 18th—20th Bham	1st to 3rd. 8th to 10th. 15th to 17th. 22nd to 24th London	5th—7th - 12th—14th 19th—21st - 26th—28th London 19th—21st Bham
APMG® Agile Project Management Foundation & Practitioner.	5 days	11th to 15th. 18th to 22nd .....25th— 29th London	2nd—6th London 16th—20th Bham & London 30th - 3rd Aug London	6th to 10th. 13th—17th London 20th—24th London 28th—3rd Sept London	3rd—7th - 10th - 14th 17th—21st—24th 28th London 17th —21st Bham
<b>PRINCE2 AGILE® PRACTITIONER CERTIFICATE IN AGILE PROGRAMMING</b>		<b>DETAILS AND DATES ON REQUEST</b>			
<b>FOR DETAIL OF TRAINING</b>	<b>AND</b>	<b>SERVICES AVAILABLE</b>	<b>VISIT OUR WEBSITE</b>	<b>WWW.JCSTRAINING.COM</b>	<b>T: 01604 495252</b>