JCS training

**Public training courses
MARCH 2024 - JUNE 2024**

**Looking for company specific
training call 01604 495252**

**Call us free: 0800 542 5150
www.jcstraining.com**

Public Courses

OPEN SCHEDULED TRAINING DATES	Number of Days	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024
TRAINING AS LIVE VIRTUAL OR INCLASS ALL TRAINING CAN BE DELIVERED AS CLOSED COMPANY SPECIFIC TRAINING		More dates will be TRAINING & DEVELOPMENT	introduced subject to demand 01604 495252	training@jcstraining.com	01604 495252
MICROSOFT EXCEL- link					
Microsoft Excel Foundation L1	1	6th	2nd	15th	5th
Microsoft Excel Intermediate L2	1	14th	16th	21st	13th
Microsoft Excel Advanced L3	1	19th	18th	29th	20th
Creating & Using Dashboards & Pivots	1	20th	25th	29th	25th
Mastering Financial Modelling in Excel	1	21st	24th	30th	27th
Power BI	2	Call for dates	Call for dates	Call for dates	Call for dates
Power BI Advanced	2	01604 495252	01604 495252	01604 495252	01604 495252
MICROSOFT OFFICE - link					
Microsoft TEAMS		27th	24th	23rd	19th
MICROSOFT WORD - link					
Microsoft Word Foundation	1	13th	17th	16th	12th
Microsoft Word Intermediate /Advanced	1	21st	23rd	28th	19th
PowerPoint, Outlook & Visio - link					
Microsoft PowerPoint L1	1	20th	18th	7th	6th
Microsoft PowerPoint L2	1	28th	30th	23rd	18th
Microsoft Outlook (L1 or L2)	1	7th	3rd	9th	26th
Microsoft Visio (L1 or L2)	1	5th	4th	22nd	25th

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OPEN SCHEDULED TRAINING Click on course name for link to course outline	DAYS	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024
TRAINING DELIVERED AS LIVE VIRTUAL OR INCLASS TRAINING@JCSTRAINING.COM		FOR COMPANY SPECIFIC TAILORED	TRAINING & DEVELOPMENT	01604 495252	training@jcstraining.com
To view some of our further courses available visit www.jcstraining.com The Modular Manager Programme Q2 2024	3	Module 3 MMP Q1 12.03.2024	2024 Q2 MMP Day 1: 16th April	2024 Q2 MMP Day 2: 15th May	2024 Q2 MMP Day 3: 12th June
Handling difficult people & situations	1	7th	10th	8th	6th
How to achieve and maintain effective communication at work.	1	**20th**	17th	21st	18th
Advanced People Management	2	20th & 21st	16th &17th	21st & 22nd	12th & 13th
People Focused Project Management	1	**6th** / 25th	11th	14th	5th
Managing Successful Meetings	1	Closed company	24th	**23rd**	25th
Supervisor and Team Leader Training	1	17th	4th	9th	11rh
Developing Assertiveness & Confidence	1	**14th**	25th	28th	12th
Time Management	1	Closed Company	9th	15th	13th
Change Management	1	26th	**16th**	14th	27rh
Building Team Resilience	1	17th	23rd	28th	26rg
Coaching Conversations	2	**20th & 21st**	17th & 18th	15th & 16th	19th
All courses can be delivered in-class or as live virtual training		01604 495252	www.jcstraining.com	Tailored training	Development of training

CALL: 01604 495252	**COMPANY SPECIFIC TRAINING DESIGNED & DELIVERED TO SUIT YOUR BUSINESS CALL: 01604 495252**	**All training offered can be tailored 01604 495252 or training@jcstraining.com****
Recent Training and Development	Recent IT, Web & Methodologies **Click individual course name for link**	Recent candidate & client feedback
CV writing and presenting yourself at Interview

Embracing Change

People Focused Project Management

Leadership & Team Building

Developing Assertiveness & Building Confidence

The Modular Manager Programme

Handling Difficult People & Situations in an HR Environment

How to be happier and more productive in work and Life

Effective Appraisal Skills | Digital Profiling Design & Delivery

Project Management

Adobe InDesign & Photoshop for Marketing L1

Adobe InDesign & Photoshop for Marketing L2

Microsoft Excel L1 Foundation

Microsoft Excel 2 Intermediate

Microsoft Excel L3 Advanced

Microsoft SQL Server Querying Data For Report Developers

Microsoft Visio

Microsoft 365

Microsoft Access

** can be tailored other than official certified training . | MODULAR MANAGER PROGRAMME

I think the course is really useful in day to day working environments, its full-on content regarding different leadership types and its nice to work with different people from different companies to see how they work within their teams.

Managing Successful Meetings

I found the course incredibly useful

Coaching Conversations

Encourage, Ask, Reflecting, Summarise (EARS ,the benefit of attentive listening is a good skill to develop.

Microsoft Excel L3 Advanced

Really interesting course, I learnt a lot.

Supervisory & Team Leader Workshop

Think more holistically when situations arise. It has also helped me to feel more secure within my role and given me the impetus to make decisions. |