

OPEN SCHEDULED TRAINING DATES	Number of Days	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024
TRAINING AS LIVE VIRTUAL OR INCLASS <u>ALL TRAINING CAN BE DELIVERED AS CLOSED</u> <u>COMPANY SPECIFIC TRAINING</u>		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	2nd	15th	5th	3rd
Microsoft Excel Intermediate L2	1	16th	22nd	13th	10th
Microsoft Excel Advanced L3	1	18th	28th	20th	23rd
Creating & Using Dashboards & Pivots	1	25th	29th	25th	22nd
Mastering Financial Modelling in Excel	1	24th	30th	27th	25th
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		24th	23rd	19th	24th
MICROSOFT WORD - link					
Microsoft Word Foundation	1	17th	16th	12th	11th
Microsoft Word Intermediate /Advanced	1	23rd	28th	19th	25th
PowerPoint, Outlook & Visio - link					
Microsoft PowerPoint L1	1	24th	7th	6th	9th
Microsoft PowerPoint L2	1	30th	23rd	18th	18th
Microsoft Outlook (L1 or L2)	1	3rd	9th	26th	10th
Microsoft Visio (L1 or L2)	1	4th	22nd	25th	25th

OPEN SCHEDULED TRAINING Click on course name for link to course outline		APRIL 2024	MAY 2024	JUNE 2024	JULY 2024
TRAINING DELIVERED AS LIVE VIRTUAL OR INCLASS TRAINING@JCSTRaining.COM	DAYS	FOR COMPANY SPECIFIC TAILORED	TRAINING & DEVELOPMENT	01604 495252	training@jcstraining.com
To view some of our further courses available visit www.jcstraining.com			2024 Q2	2024 Q2	2024 Q2
The Modular Manager Programme Q2 2024	3	Q1 - Full	MMP Day 1: 21st May	MMP Day 2: 12th June	MMP Day 3: 10th July
Handling difficult people & situations	1	10th	8th	6th	2nd
How to achieve and maintain effective communication at work.	1	-----	21st	18th	9th
Advanced People Management	2	16th & 17th	21st & 22nd	12th & 13th	15th & 16th
People Focused Project Management	1	11th	14th	5th	18th
Managing Successful Meetings	1	24th	23rd	25th	22nd
Supervisor and Team Leader Training	1	4th	9th	11th	11th
Developing Assertiveness & Confidence	1	25th	----	4th	17th
Time Management	1	9th	----	13th	17th
Change Management	1	16th	14th	27th	23rd
Building Team Resilience	1	23rd	28th	26th	24th
Coaching Conversations	2	17th & 18th	15th & 16th	18th & 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	All training offered can be tailored 01604 495252 or training@jcstraining.com **
Recent Training and Development	Recent IT, Web & Methodologies	Recent candidate & client feedback
<p>The Modular Manager Programme</p> <p>Leadership & Team Building</p> <p>Advanced People Management</p> <p>Coaching Conversations</p> <p>Negotiation Skills</p> <p>Change Management</p> <p>Handling Difficult Conversations and People</p> <p>Inspirational Leadership</p> <p>People Focused Project Management</p>	<p>Adobe InDesign & Photoshop for Marketing L1</p> <p>Adobe InDesign & Photoshop for Marketing L2</p> <p>Microsoft Excel L1 Foundation</p> <p>Microsoft Excel 2 Intermediate</p> <p>Microsoft Excel L3 Advanced</p> <p>Microsoft TEAMS</p> <p>HTML & CSS</p> <p>WEB Development</p> <p>Microsoft 365</p> <p>Digital Profiling Design & Delivery</p> <p> ** can be tailored other than official certified training .</p>	<p>Link - Microsoft Excel:</p> <p>What a trainer!!!! Felt so upbeat having been very nervous, the confidence instilled was second to none.</p> <p>I really enjoyed my time of this course & have been putting what I have learnt into good use.</p> <p>Bespoke HTML & CSS:</p> <p>Fab Teacher, very clear & flexible in her learning approach. Highly recommended. She made the learning very easy and enjoyable.</p> <p>Bespoke TEAMS training:</p> <p>Great all round course, lots of relevant information. We all thoroughly enjoyed the training.</p> <p>Bespoke WEB development:</p> <p>We had a great couple of days training, regular breaks helped a lot and made it easier to take in all of the information. Great trainer and I would recommend the course to all.</p> <p><u>Link - Modular Manager Programme Q1 2024:</u></p> <p>Great course, with a great tutor.</p> <p>There are so many benefits, if I had to choose one, it would be learning how to have constructive conversations.</p>
<p>For course outlines training@jcstraining.com</p> <p>or visit</p> <p>www.jcstraining.com</p>	<p>For course outlines training@jcstraining.com</p> <p>or visit</p> <p>www.jcstraining.com</p>	<p>For course outlines training@jcstraining.com</p> <p>or visit</p> <p>www.jcstraining.com</p>