

CURRENT SCHEDULED TRAINING DATES	Number of Days	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025
MICROSOFT OFFICE Live Virtual Training and in-class		Further dates will be added on demand			
MICROSOFT EXCEL- link					
Microsoft Excel Foundation L1	1	9th	5th	2nd	7th
Microsoft Excel Intermediate L2	1	19th	13th	9th	15th
Microsoft Excel Advanced L3	1	24th	25th	23rd	21st
Microsoft Excel L4 Masterclass	1	18th	25th	29th	28th
Microsoft Visio	1	10th	12th	15th	15th
Power BI	2	<u>13th & 14th (FULL)</u>	4th & 5th	16th & 17th	21st & 22nd
Power BI Advanced	2	25th & 26th	24th & 25th	---	29th & 30th
Power BI Complete	4	01604 495252	01604 495252	01604 495252	01604 495252
MICROSOFT OFFICE - link					
Microsoft TEAMS		17th	19th	23rd	---
MICROSOFT WORD - link					
Microsoft Word Foundation	1	19th	12th	9th	7th
Microsoft Word Intermediate /Advanced	1	24th	18th	24th	—
PowerPoint, Outlook & Visio - link					
Microsoft PowerPoint L1	1	10th	6th	10th	8th
Microsoft PowerPoint L2	1	25th Full	27th	17th	12th
Presenting for Business	1	12th	13th Full	16th	26th

BUSINESS & PEOPLE DEVELOPMENT If what you are looking for is not listed just give us a call on 01604 495252	Number of Days	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025
Looking for bespoke company training? Call us on 01604 495252 to discuss.		Training not listed,? Give us a call	we have expertise in many areas	of people and business skills	training, development & design
Click on course name to open link.....					
The Modular Manager Programme	3 Days	Module 1 . 11.03.2025	Module 2. 15.04.2025	Module 3. 06.05.2025	---
The Modular Manager Programme	3 Days	Module 1 . 23.04.2025	Module 2. 14.05.2025	Module 3. 11.06.2025	---
Handling Difficult People & Situations	1	4th	4th	8th	13th
Communication Skills	1	12th	11th	2 dates - 15th & 23rd	---
Advanced People Management	2	10th & 11th	11th & 12th (Limited)	9th & 10th	20th & 21st
People Focused Project Management	1	27th	25th	-	28th
Managing Successful Meetings	1	18th	18th	22nd	15th
Supervisor and Team Leader Training	1	20th	-	29th	Closed only
Developing Assertiveness & Confidence	1	(26th FULL)	19th	16th	20th
Time Management	1	12th	11th	28th	21st
Change Management	1	6th	5th	1st	—
Team Building NEW scheduled workshop	1	-	25th	10th	7th
Coaching Conversations	2	25th & 26th	18th & 19th	Closed only	27th & 28th
Minute Taking - NEW scheduled for 2025	1	4th Full	26th Full	10th	25th
NEW - Personal Effectiveness Programme	NEW -	Adaptability & Resilience	NEW WORKSHOPS	NEW: The Immediate Impact	Development Programme
For highlighted courses in blue call	01604	495252 for more detail or	E: trainng@jcstraining.com		

CALL: 01604 495252	COMPANY SPECIFIC TRAINING DESIGNED & DELIVERED TO SUIT YOUR BUSINESS	All training offered can be tailored 01604 495252 or training@jcstraining.com **
Upcoming	Some of our recent workshops	Some candidates give feedback
<p>*Praxis Framework, Foundation & Practitioner. *Change Management Foundation & Practitioner. *Agile Project Management Foundation & Practitioner Modular Manager Programme 3 days Minute Taking Mastering Excel L4 Adobe Photoshop Adobe InDesign for Marketing L1 & L2 ITIL</p> <p>Want to know more? <i>for further information call 01604 495252</i> training@jcstraining.com www.jcstraining.com</p> <p><small>* Delivered by a JCS training associate who is registered as an accredited training organisation with both APMG-International and People Cert on behalf of AXELOS Ltd and APMG-International. The PRINCE2®.</small></p>	<p>MS Excel L4 Masterclass - Closed company delivery Adobe InDesign for Marketing L1 Minute Taking Handling Difficult People & Situations Communication Skills Presenting for Business</p> <p>Want to know more? <i>for further information call 01604 495252</i> training@jcstraining.com www.jcstraining.com</p>	<p><u>MS Excel L4 Masterclass</u> Excellent Tutor A very good trainer. She keeps your attention and explains things in a way that is understood and is very patient. I have done a few course with this trainer and she is always engaging and helpful.</p> <p>Evaluation Question..... Finally, if one of your colleagues asked you to tell them one benefit of attending this workshop what would you say?</p> <p><u>Minute Taking</u> “ Learning what information is critical to include in your minutes to aid your audience.”</p> <p><u>Communication Skills</u> “Ability to breakdown conversations and then implement them.”</p>