

OPEN PUBLIC SCHEDULED TRAINING COURSES COMPLEMENT OUR MAIN CLOSED TAILORED COMPANY TRAINING.	Number of Days	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
		BLUE DATES - Classroom	RED DATES Live Virtual Interactive		
MICROSOFT WORD - link to outlines					
Microsoft Word Introduction Level 1	1	7th 8th	5th 6th	3rd 4th	3rd
Microsoft Word Intermediate Level 2	1	22nd	13th 14th	12th 13th	8th
Microsoft Word Advanced Level 3	1	23rd 24th	22nd 23rd	19th 18th	17th
MICROSOFT EXCEL - link to outlines					
Creating & Using Dashboards & Pivot Tables	1	17th	15th	16th	9th
Mastering Financial Modelling in Excel	1	29th	8th 9th	5th 9th	14th
MICROSOFT EXCEL FOUNDATION L1	1	<i>03RD CONFIRMED RUNNING Completed</i>	<i>8th CONFIRMED RUNNING</i>	<i>10th CLASSROOM CONFIRMED RUNNING</i>	3rd/2nd
MICROSOFT EXCEL INTERMEDIATE L2	1	<i>10TH, 16TH & 24TH CONFIRMED RUNNING</i>	<i>14TH CLASSROOM CONFIRMED RUNNING</i>	<i>17TH CLASSROOM CONFIRMED RUNNING</i>	8th/9th
MICROSOFT EXCEL ADVANCED L3	1	<i>30TH CONFIRMED RUNNING</i>	28th 29th	24th 25th	17th/16th
Microsoft Excel MACRO & VBA (day 1)	1	--	27th	-	17th
Microsoft Excel MACRO & VBA (day 2)	1	--	28th	-	18th
MICROSOFT ACCESS - link to outlines					
Microsoft Access Fundamentals	1	--	14th 15th	18th 24th	17th/16th
LINK TO COURSE OUTLINES					
Microsoft PowerPoint Intro Level 1	1	22nd	6th 7th	4th 5th	1st /2nd
Microsoft PowerPoint Advanced Level 2	1	22nd 23rd	21st 22nd	24th 26th	15th/14th
Microsoft Outlook L1 or L2	1	23rd	-	19th	14th/17th
Microsoft Visio L1 or L2	1	29th 30th	19th 20th	25th 26th	15th/16th

THE PUBLIC SCHEDULED TRAINING COURSES COMPLEMENT OUR MAIN CLOSED COMPANY TRAINING DELIVERY.			
NEW ...BITE SIZE VIRTUAL TRAINING LIVE MODULES	FOR MORE DETAIL CALL	T: 01604 495252	
EXCEL DURATION 1.5 hrs	POWERPOINT DURATION 1.5 HRS	WORD DURATION 1.5 HRS	
1. Excel Tables	1. PowerPoint - Getting Started	1. Word - Assignment writing	
2. Excel - Conditional Formulas	2. PowerPoint - Using the Slide Master	OUTLOOK DURATION 1.5 HRS	
3. Excel - Logical Formulas	3. PowerPoint - Working with Images	2. Outlook - working from home	
4. Excel - Pivot Tables	4. Navigation & Hyperlinks		
CLASSROOM & CLOSED COURSE TRAINING AVAILABLE		VIRTUAL LIVE TRAINING DATES	
<u>PRAXIS FOUNDATION TRAINING</u> including Foundation Exam	3 days	October 6/8/12 Exam on 15th October 13/15/20 Exam on 22nd Exam is 1 hour.	Click on course title to view course outline
<u>AGILE PROJECT FOUNDATION TRAINING</u> including Foundation Exam	3 days	September 8/11/15 Exam date to suit client	Further dates available on all courses.
<u>CHANGE MANAGEMENT FOUNDATION TRAINING</u> including handbook and Foundation Exam	3 days	September 3/7/10	
Closed company training. Bespoke Training . VLT	Training assessment. Training Design	Floorwalking. Equipment	Development
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Classroom & Virtual Live training available TAILORED COMPANY TRAINING		Red dates Live Virtual training	Blue dates Classroom Training	Closed Company Training	Tailored Training
<u>MODULAR MANAGEMENT - 1 DAY A MONTH</u>	3	CLASSROOM JCS Day 3 - 17th Running - full	New dates issued 13th Oct Day 1	19th Nov Day 2	8th Dec Day 3
<u>DEVELOPING ASSERTIVNESS & CONFIDENCE</u>	1	8th 9th	1st 7th	3rd 4th	1st
<u>TIME MANAGEMENT</u>	1	14th 15th	14th 15th	11th	3rd
<u>TRAIN THE TRAINER</u>	2	10th & 16th	12th & 13th	18th & 19th	8th & 10th 8th & 10th
<u>PERFORMANCE MANAGEMENT</u>	1	17th	20th 20th	19th	15th
<u>PEOPLE FOCUSED PROJECT MANAGEMENT</u>	1	24th	22nd 23rd	24th 23rd	17th
<u>MANAGING TEAMS THROUGH CHANGE</u>	2	-----	7th & 8th	24th & 25th	
<u>COMMUNICATION SKILLS</u>	1	21st 22nd	21st 21st	12th	15th
<u>BUILDING TEAM RESILIENCE</u>	1	29th 29th	28th	27th 26th	8th & 10th
<u>BUILDING PERSONAL RESILIENCE</u>	1	30th 30th	15th 15th	26th 27th	17th
CLOSED COMPANY TAILORED TRAINING AVAILBLE		CALL: 01604 495252		Training@jcstraining.com	