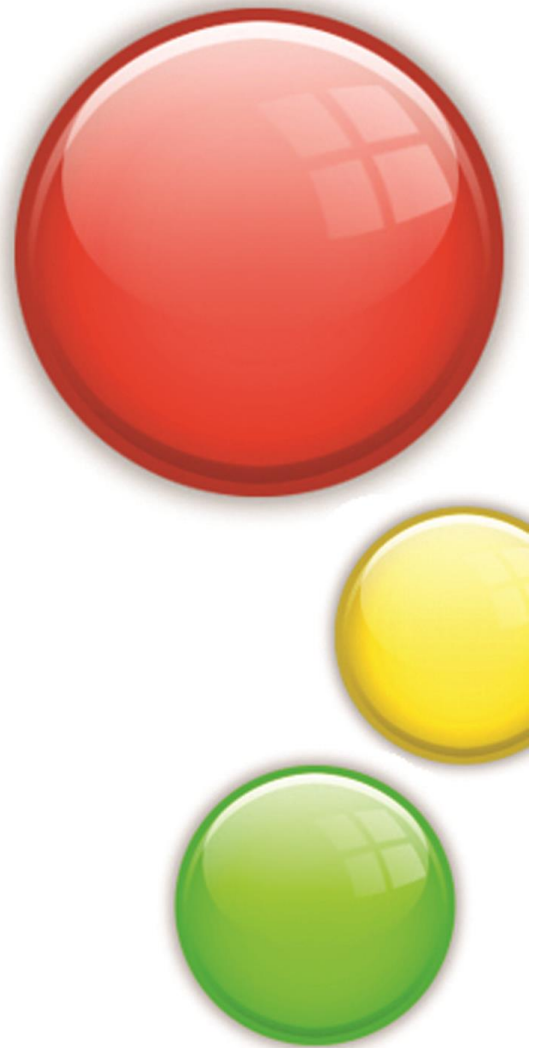


**PRINGLE
PCS-LIMITED**



Pringle PCS Training



WWW.PCS-LIMITED.COM

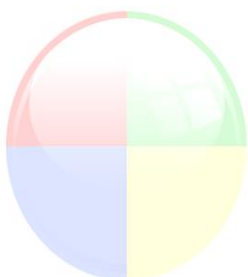


IT TRAINING

Standard Applications
Publishing, Graphic & Web Design
Database & Programming
Project Management
Accounts / Sales

SOFT SKILLS

General Seminars
Management & Supervision
Sales & Marketing
Health & Safety
ILM Development Awards





Company Information

Pringle PCS have been established since 1994 and have become one of the UK's Leading Training Providers. PCS Training offer extensive IT & Business Skills training courses designed to improve and enhance learners' skills. All courses are taught by highly experienced professional trainers.

PCS-Limited originated as a partnership, set up by Jamie and Simon Pringle. By employing only the very best highly skilled professionals, PCS have grown to create an established UK base with over 300 clients, ranging from multi-national plc's to smaller developing companies, across multiple industry sectors.

The main headquarters of PCS are in Sheffield at Skywalker House, S9 5AB and have three dedicated IT training rooms and two conference rooms. This facility enables PCS to provide Business Skills (People Skills) and IT training that ranges from scheduled courses to bespoke IT and company development solutions.

All PCS services are offered across the entire United Kingdom to provide any company, in any industry the full solution.

UK Training: PCS train throughout the UK at customer premises or assigned conference facilities. PCS can even bring full IT equipment that makes a standard office into a fully functional training room. PCS can also train in-house designed company programs or company procedures that would need rolling out throughout the organisation.

Scheduled Courses: PCS run scheduled courses at Sheffield PCS Training & Conference Centre which are open to any learners from any organisation or company. This can make an enjoyable training day a network opportunity at the same time as gaining and improving required skills.

IT Surgery: PCS have created a unique service whereby your employees can receive specific, individual training without the loss of a full working day. A PCS IT master can go and wait in a designated room at the company premises so employees can turn up for appointments and then be shown and helped with their task/s at hand.

Online Training: PCS offer extensive Business Skills & Health and Safety training courses designed to improve and enhance learners' skills. PCS have a variety of online training courses that are aimed at developing individuals working in all areas within the workplace.





Standard IT Courses



Microsoft Windows



Microsoft Office 2003 |
2007 | 2010 | 2013 |
2016 | 365



Microsoft OneNote



Microsoft Word



Microsoft PowerPoint



Microsoft Excel



Microsoft Outlook

Premium IT Graphic Design Courses



Adobe Photoshop



Adobe Flash



Adobe Dreamweaver



Adobe Illustrator



Adobe Premiere



Adobe InDesign



Microsoft Publisher



Microsoft Visio

Premium IT Database & Programming Courses



Microsoft Access



Microsoft VBA



Microsoft SQL Server



SAP Crystal Reports

Premium IT Project Management Courses



Microsoft Project





Microsoft Office

Any successful office needs certain IT applications to help it run smoothly. PCS offer all these standard applications for Microsoft Windows up to and including Microsoft Office 2016.



Database & Programming

One of our primary function is systems development and our knowledge for training in the area of database and programming sets us ahead of the rest. We use our practical knowledge and skills to provide top class training and after course support.

PCS are recognised for our exceptional service in this area by blue chip companies such as Nissan, Renault and Genie. This level of service comes from over a decade of hands on experience rather than simply reading IT manuals. We pass this practical experience on to you during our training sessions.



Graphic Design

PCS offer expert training in the industry-standard graphic design packages. We also deliver training on designing high-quality web sites. Our courses are aimed at anyone from the occasional user to professional designers. No matter what your current skill level our training will enable you to produce professional publications.



Project Management

PCS provide a complete project management service; we deliver training on project management principles and best practice in our business skills training. Our IT project courses give you a platform to assist you with these skills. We transfer this knowledge into the systems that support you when managing your projects. We deliver training on the industry standard project management applications.





BESPOKE IT TRAINING DAY AT PCS OFFICES OR CLIENT SITE

This training is given exclusively for your company only either here at PCS or at your own premises. (Evening and weekend dates are also available on request)

- **Microsoft:** Windows | Word | Excel | PowerPoint | Outlook | OneNote
- **Microsoft Professional:** Access | VB | SQL | Project | Visio | Publisher
- **Adobe:** Photoshop | Illustrator | InDesign | Dreamweaver | Premiere | Flash
- **SAP:** Crystal Reports

BESPOKE IT SURGERY DAY – ON-SITE AT CLIENT'S PREMISES:

As you know, losing a whole day to training can prove to be an expensive investment. An individual may not need a full day's training if there are only a few elements of a program they really need to know i.e. Excel Pivot Tables; Access: Append Queries; or Photoshop: Masking; or simply that they need refreshing on basic skills and are too embarrassed to say - PCS have a solution to the problem – Our IT Surgery!

PCS have **IT Masters** who can teach and consult to the highest level and provide solutions for any IT working problem. With these skills and experience to draw on, PCS have created a unique service whereby your employees can receive specific, individual training without the loss of a full working day.

PCS can turn one of your rooms into an 'IT surgery' where employees can turn-up for scheduled appointments or we can move round Desk to Desk to help teach and solve problems with in your organisation.

BOOKING & EVALUATING APPOINTMENTS

Our experienced PCS IT Training team will circulate amongst your employees and identify from each member of staff what their particular IT problems and needs are. Our team will quickly evaluate the time needed for the IT Master to show and teach the appropriate tasks on the surgery day.

IT BESPOKE SURGERY DAY

Our IT Master will be based on-site in any available room awaiting IT problems or training requirements. On-site Training hours can be structured to fit your business operation, Our training surgery day is a 6 hour day but the start time can be flexible to suite your company working hours i.e. Surgery Day can start at 7.30am or stay open to 7.30pm if required.

This unique service is the most efficient way for your company to train and increase productivity whilst keeping your training costs and lost time to an absolute minimum.





IT TRAINING PRICE GUIDE

Scheduled courses are held at PCS Training & Conference Centre and open to any learners from any organisation or company. Scheduled courses are placed into 2 price grades: (S) Standard, (P) Premium. Please refer to www.pringlepcs.co.uk to find course price grade.

IT Course Price Grade	STANDARD	PREMIUM
Single Booking:	£120 PP	£150 PP
Multiple People On The Same Schedule Course:	£90 PP	£105 PP
IT One To One:	£495	

IT COMPANY CLASSROOM

This training is given exclusively for your company only either here at PCS or at your own premises. (Evening and weekend dates are also available on request)

Company Classroom	STANDARD & PREMIUM
IT: 1 - 8 People (Max 8 Delegates) (Additional £20 Per Person)	£595
Bespoke Courses	Negotiable Rates
Please Telephone To Discuss.	Rates negotiable, dependent on complexity of structure & amount of development work required.
IT Client Site Contracted Rates Up To 8 People Per Day	STANDARD & PREMIUM
Individual Days At Client Site (Max 8 Delegates) (Additional £20 Per Person)	£595
Bespoke IT Surgery Day On-site at Client's Premises	£695
Computer Hire and Setup	£10 Per PC

% Discount Available Related To Contract Size





Standard Business Skills Courses



Telephone And Reception Skills



Notes And Minute Taking



Customer Care

Premium Business Skills Courses



Business Writing Skills



Handling Difficult Customers



Confidence And Assertiveness



Professional PA



Effective Communication And Productive Meetings



Face To Face Sales



Negotiation And Influencing Skills



Marketing By Social Media



Selling On The Telephone



Publicity And Marketing



Appraisal Skills



Presentation Skills - Stage 2



Introduction To The Role Of The Supervisor



Time Management



Project Management



Train The Trainer



Presentation Skills - Stage 1

Premium Plus Business Skills Courses



First Aid At Work



Introduction To Accounts



Manual Handling



Finance For The Non-Financial Manager



UKATA Asbestos Awareness



Team Leader Essentials





General Seminars

Our Business Skills training courses are aimed at those with the responsibility of identifying development needs, planning, design and delivering training as well as the assessment and evaluation of training. Skills covered include appraisals, coaching instruction, group dynamics and student-centred learning.



Sales & Marketing

Getting ahead in business can be difficult, especially if your staff have not received adequate training. PCS offers development programs to aid sales staff to become more confident, organised and professional in their sales role. Our aim is to help sales staff and sales managers reach their full potential. We do this through training and development seminars, aimed at developing telephone sales, face to face techniques and customer relationship management for a complete sales service.



Management & Supervision

PCS's leadership training programs are aimed at people who have, or aspire to have responsibility for the management and supervision of others. Our training courses start with a one-day development training program aimed at helping individuals gain basic knowledge required by team leaders/first-line managers. For advanced training we have more extensive programs that are delivered over greater time scales.



ILM Development Awards

The Institute of Leadership & Management (ILM) is a professional body dedicated to raising leadership and management capability. PCS offer Endorsed and Development Awards allowing you, the opportunity to access quality assured training designed to build management and leadership capability in the most flexible way. The flexibility of Development Awards means that they are attractive to all types of organisation/learner, from private, public and voluntary to not for profit.

Attending one of PCS's ILM programmes not only gives you the knowledge and peace of mind that you are receiving quality and effective training, you also gain certification from a nationally recognised awarding body with added value, status and credibility for your learning investment.





BESPOKE BUSINESS SKILLS TRAINING DAY AT PCS OFFICES OR CLIENT SITE TAILORED TRAINING COVERING SELECTED TOPICS AND SELECTED CONTENT

This training is given exclusively for your company only either here at PCS or at your own premises.
(Evening and weekend dates are also available on request)

- **General Seminars:** Customer Care | Confidence & Assertiveness | Telephone & Reception Skills
- **Sales & Marketing:** Face To Face Sales | Selling On The Telephone | Marketing By Social Media
- **ilm:** Project Management | Presentation Skills | Train The Trainer
- **Accounts:** Introduction To Accounts | Finance For The Non-Financial Manager

When learning a new IT program or improving your existing skills, training is as accepted part of the process; why should events such as a new job or increased job responsibility be any different?

PCS have created many Business Skills training courses that are aimed at improving an individual's performance within the workplace. Training courses can be created and tailored to any organisation's specific requirements.

Our Business Skills courses are designed to teach you how to thrive in the workplace. From taking notes in a meeting to influencing a customer to buy your services we have a vast array of subjects to allow you or your business to achieve its full potential. These courses stimulate increased productivity, efficiency and motivation in the workplace.

The advantage of having a bespoke business skills course is that you can completely customise the course and tailor it to your specific needs. All of the time spent on the training course is having a positive impact as they are learning exactly what is required.

Company Classroom	STANDARD	PREMIUM
Business Skills: 1 - 12 People	£595	£695
Bespoke Courses	Negotiable Rates	
Please Telephone To Discuss.	Rates negotiable, dependent on complexity of structure & amount of development work required.	

% Discount Available Related To Contract Size





BUSINESS SKILLS TRAINING PRICE GUIDE

Scheduled courses are held at PCS Training & Conference Centre and open to any learners from any organisation or company. Scheduled courses are placed into 2 price grades: (S) Standard and (P) Premium. Please refer to www.pringlepcs.co.uk to find course price grade.

Business Skills Course Price Grade	STANDARD	PREMIUM
Single Booking:	£120 PP	£150 PP
Multiple Booking On The Same Schedule Business Skills Course:	£90 PP	£105 PP
One To One	£495	
ilm: Single Booking	£225 PP inc ilm Certificate	
ilm: Multiple Booking On The Same Schedule Business Skills ilm Course:	£175 PP inc ilm Certificate	
ilm: One To One	£495 + £75 PP ilm Certificate	

BUSINESS SKILLS COMPANY CLASSROOM

This training is given exclusively for your company only either here at PCS or at your own premises. (Evening and weekend dates are also available on request)

Company Classroom At PCS or Client Site	STANDARD	PREMIUM
Business Skills: 1 - 12 People	£595	£695
ilm: Business Skills Course	£645 + £75 PP ilm Certificate	
Bespoke Courses	Negotiable Rates	
Please Telephone To Discuss.	Rates negotiable, dependent on complexity of structure & amount of development work required.	

% Discount Available Related To Contract Size





Pringle PCS Training

PCS Brochure

Online Training



APPROVAL BODIES



www.pringlepcs.co.uk Sales: +44 (0)114 2813350 | Support: +44 (0)114 2813351

E-Mail: training@pringlepcs.co.uk



Online Training

PCS Training offer extensive Business Skills & Health and Safety training courses designed to improve and enhance learners' skills. PCS have a variety of online training courses that are aimed at developing individuals working in all areas within the workplace.

You can create a single user account or set up a business account. This will enable you to have as many licenses as you want for your staff, our online courses will cover all of your organisation's needs. You can purchase specific courses for each member of staff that you would like them to learn.

Each course has numerous modules that contain an exam at the end. This allows you to monitor the progress of your staff. You get 3 chances to achieve the pass percentage on each module. If you fail a module more than 3 times you will have to contact the distributor to arrange a reset. A maximum of 3 resets are allowed per course before it is permanently locked and you would have to purchase the course again.

After each course the delegate will be awarded a certificate of completion that will look great in your CV and also for personal and company development.

If you are interested in our online courses we can give you a demo version that provides you with a login to access the courses we have to offer, and to find out more information on each. The demo gives you access the first module of each course.






ONLINE TRAINING ROOMS

If the workplace is a difficult environment to watch our courses, this could be because of distractions etc. we offer our delegates the chance to come to our offices where a PC will be set up for you with a member of PCS staff on hand to assist. We offer this to our delegates free of charge.
















Online Training

Business Skills			
Legal and Business Office Work		RRP	PCS
	Conflict Resolution in the Workplace	£35	£20
	Data Protection in the Workplace		
	Equality, Diversity and Discrimination		
Social Media		RRP	PCS
	Social Media for Business	£149	£95
	Search Engine Optimisation for Business		
	Facebook for Business	£90	£50
	LinkedIn for Business		
	Twitter for Business		
Staff and Management Skills		RRP	PCS
	Presentation Skills	£35	£20
	Leadership Skills		
	Stress Management		
	Time Management		
	Project Management		
	Customer Service		
All Prices Ex VAT Cost Per Delegate License			


















Online Training

Health & Safety			
Fire Safety		RRP	PCS
	Basic Fire Safety Awareness	£35	£20
	Basic Fire Safety Awareness for Care Homes		
	Fire Marshal		
	Fire Marshal for Care Homes		
	Fire Extinguisher		
Food Safety		RRP	PCS
	Level 1 Food Safety - Manufacturing	£15	£11
	Level 1 Food Safety - Catering		
	Level 1 Food Safety - Retail		
	Level 2 Food Safety - Manufacturing		
	Level 2 Food Safety - Catering		
	Level 2 Food Safety - Retail		
All Prices Ex VAT Cost Per Delegate License			





Online Training

Health & Safety		
General Safety	RRP	PCS
 Basic Legionella Awareness	£35	£20
 Asbestos Awareness		
 Asbestos Awareness for Architects and Designers		
 Abrasive Wheels		
 Control of Substances Hazardous to Health (COSHH)		
 Manual Handling		
 Working Safely		
 Safeguarding Children		
 Safeguarding Adults		
 Emergency First Aid at Work - Online Annual Refresher		
 Working at Height		
 Display Screen Equipment Awareness		
 Assessing Display Screen Equipment		
All Prices Ex VAT Cost Per Delegate License		





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training@pringlepcs.co.uk

Website Address:

www.pringlepcs.co.uk





Balfour Beatty



CAPITA



**South Yorkshire
FIRE & RESCUE**



**The Coal
Authority**





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