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| Training Courses | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Essential IT | | | | | | | | | | | | | |
|  | Introduction to ChatGPT & Microsoft Copilot ITA01 | One To One Or Company Classroom Booking | | | | | | | | | | | |
|  | Introduction to ChatGPT & Microsoft Copilot ITA01 | 17 | 22 | 17 | 17 | - | 17 | 22 | 17 | 17 | 22 | 17 | 17 |
|  | Microsoft Office 365 ITE365 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Office 365 Bespoke ITE365B | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Word Introduction ITEW01 | 1 | 1 | - | 1 | 1 | 1 | 1 | - | 1 | - | - | - |
|  | Microsoft Word Intermediate ITEW02 | 2 | 2 | - | 2 | - | 2 | 2 | - | 2 | - | 2 | 2 |
|  | Microsoft Word Advanced ITEW03 | 3 | 1 | - | 3 | - | 3 | 3 | 3 | 3 | - | 3 | 3 |
|  | Microsoft Word Bespoke ITEWB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Excel Introduction ITEE01 | 4 | 7 | 4 | 4 | 4 | 4 | - | 4 | 4 | - | 4 | 4 |
|  | Microsoft Excel Intermediate - Part 1 ITEE02 | 10 | 8 | 5 | 1 | 5 | 5 | - | 5 | 5 | 5 | 5 | 5 |
|  | Microsoft Excel Intermediate - Part 2 ITEE03 | 9 | - | 6 | - | 6 | - | 6 | 6 | - | 6 | 6 | 6 |
|  | Microsoft Excel Advanced ITEE04 | 7 | 12 | - | 7 | 7 | - | 7 | 7 | - | 7 | - | - |
|  | Microsoft Excel Bespoke ITEEB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft PowerPoint Introduction ITEP01 | 3 | 8 | 9 | 9 | - | 9 | 9 | - | 9 | 9 | 9 | 9 |
|  | Microsoft PowerPoint Advanced ITEP02 | 11 | 9 | 10 | 10 | - | 10 | 10 | 10 | 10 | - | 10 | 10 |
|  | Microsoft PowerPoint Bespoke ITEPB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Outlook Introduction ITEX01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Outlook Exchange 365 Advanced ITEX02 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Outlook Bespoke ITEXB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft SharePoint Bespoke ITESB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Teams Bespoke ITETB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |












IT: Database & Programming

| IT Training Database & Programming | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Microsoft Access Introduction ITDA01 | 15 | 15 | - | 15 | 15 | 15 | 15 | - | 15 | 15 | - | - |
|  | Microsoft Access Intermediate ITDA02 | 16 | 16 | 16 | 16 | - | 16 | 16 | - | 16 | 16 | 16 | 16 |
|  | Microsoft Access Advanced ITDA03 | 17 | - | 17 | 17 | - | 17 | 17 | 17 | 17 | - | 17 | 17 |
|  | Microsoft Access Bespoke ITDAB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft SQL Server ITDSB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Access VBA ITDVB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Excel VBA ITDVB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Word VBA ITDVB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft PowerBi Introduction ITDP01 | - | 27 | 27 | - | 27 | - | 27 | 27 | - | 27 | 27 | 27 |
|  | Microsoft PowerBi Advanced ITDP02 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft PowerBi Bespoke ITDPB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |

IT: Microsoft Project

| IT Training Microsoft Project | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Microsoft Project Introduction ITPP01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Project Intermediate ITPP02 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Project Advanced ITPP03 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Project Bespoke ITPPB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |

IT: Graphic & Design





| IT Training Graphics & Design | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Adobe Photoshop Introduction ITGP01 | - | 13 | 13 | - | 13 | - | 13 | 13 | - | 13 | 13 | 13 |
|  | Adobe Photoshop Bespoke ITGPB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe Illustrator Introduction ITGI01 | 14 | 14 | - | 14 | 14 | - | 14 | 14 | - | 14 | - | - |
|  | Adobe Illustrator Bespoke ITGIB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe InDesign Introduction ITGN01 | 15 | 15 | - | 15 | 15 | 15 | 15 | - | 15 | 15 | - | - |
|  | Adobe InDesign Bespoke ITGNB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe Dreamweaver Introduction ITGD01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe Dreamweaver Bespoke ITGDB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe Premiere Introduction ITGR01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Adobe Premiere Bespoke ITGRB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Visio Introduction ITGV01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Visio Bespoke ITGVB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Publisher Introduction ITGA01 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Microsoft Publisher Bespoke ITGAB | One To One Or Company Classroom Booking Only | | | | | | | | | | | |



Business Skills: Essential Business Skills

| Business Skills Training Essential Business Skills | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Telephone & Reception Skills BSE01 | 17 | - | 17 | 17 | - | 17 | 17 | 17 | 17 | - | 17 | 17 |
|  | Customer Care BSE02 | - | - | 18 | 18 | 18 | 18 | - | 18 | 18 | - | 18 | 18 |
|  | Confidence & Assertiveness BSE03 | 16 | 19 | 19 | - | 19 | 19 | - | 19 | 19 | - | 19 | 19 |
|  | Business Writing Skills BSE04 | - | 20 | 20 | - | 20 | - | 20 | - | 20 | 20 | 20 | - |
|  | Notes, Minute Taking & Productive Meetings BSE05 | - | 21 | - | 21 | 21 | - | 21 | 21 | - | 21 | - | - |
|  | Handling Difficult Customers BSE06 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |
|  | Handling Difficult Customers BSE06 | 15 | 15 | - | 15 | - | 15 | - | - | - | 21 | - | - |






Business Skills: Sales & Marketing

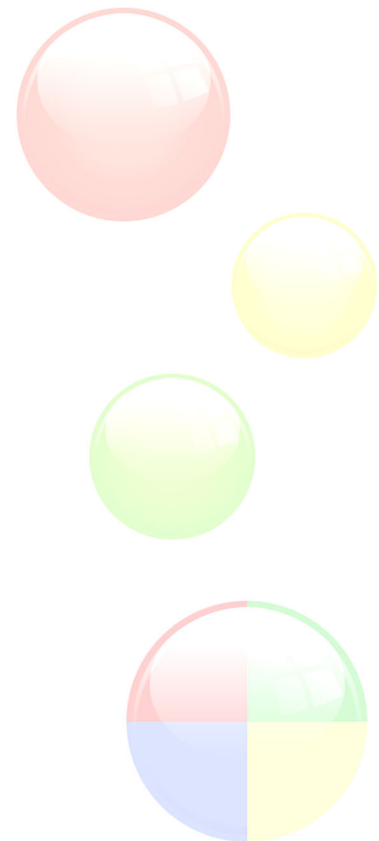
| Business Skills Training Sales And Marketing | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Telephone Sales BSS01 | 22 | 22 | - | 22 | 22 | 22 | 22 | - | 22 | 22 | - | - |
|  | Negotiation And Influencing Skills BSS02 | One To One Or Company Classroom Booking | | | | | | | | | | | |
|  | Negotiation And Influencing Skills BSS02 | - | 27 | - | - | - | - | 27 | - | - | 22 | - | - |
|  | Sales Masterclass BSS03 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |

Business Skills: Presentation & Training




| Business Skills Training Presentation & Training | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Presentation Skills BST01 | 23 | 23 | 23 | 23 | - | 23 | 23 | 23 | 23 | 23 | 23 | - |
|  | Train The Trainer BST02 | 24 | - | 24 | 24 | - | 24 | 24 | - | 24 | 24 | 24 | - |

Business Skills: Management & Development






| Business Skills Training Management & Development | | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|---|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Time Management BSM01 | 25 | 25 | - | 25 | 25 | - | 25 | 25 | 25 | - | 25 | 25 |
|  | Project Management BSM02 | 26 | - | 26 | 26 | 26 | 26 | - | 26 | - | 26 | 26 | |
|  | Introduction To Management & Supervision BSM03 | 27 | - | 27 | 27 | - | 27 | - | 27 | 27 | - | 27 | 27 |
|  | Management & Leadership Skills BSM04 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | - | 24 | 24 |
|  | Mental Health Management BSM05 | One To One Or Company Classroom Booking Only | | | | | | | | | | | |





Health & Safety: First Aid At Work

| Health & Safety Training First Aid At Work | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|-----|
|  | First Aid At Work - One Day Emergency FAW01 | 8 | 6 | 10 | 22 | 12 | 2 | 7 | 4 | 3 | 6 | 10 | - |
|  | First Aid At Work - Two Day Requalification FAW02 | 15-16 | 28-29 | 17-18 | 9-10 | 6-7 | 10-11 | 15-16 | 26-27 | 10-11 | 7-8 | 25-26 | -- |
|  | First Aid At Work - Three Day Certificate FAW03 | 8-10 | 6-8 | 10-12 | 22-24 | 12-14 | 2-4 | 7-9 | 4-6 | 2-4 | 6-8 | 10-12 | -- |

Health & Safety: Paediatric First Aid

| Health & Safety Training First Aid Paediatric | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|-----|
|  | First Aid Paediatric - One Day FAP01 | 8 | 6 | 10 | 22 | 12 | 2 | 7 | 4 | - | 6 | 10 | - |
|  | First Aid Paediatric - Two Day: Weekday Dates FAP02 | 23-24 | 21-22 | 17-18 | 15-16 | 20-21 | 24-25 | 22-23 | 25-26 | 16-17 | 14-15 | 4-5 | -- |
|  | First Aid Paediatric - Two Day: Weekend Dates FAP02 | 12-19 | 3-10 | 14-21 | - | - | 13-20 | - | 15-22 | - | 17-24 | 7-14 | -- |
|  | First Aid Paediatric - Two Day Blended: Weekday Dates FAP03 | 23 | 21 | 17 | 15 | 20 | 24 | 22 | 25 | 16 | 21 | 7 | - |
|  | First Aid Paediatric - Two Day Blended: Weekend Dates FAP03 | 12 | 3 | 14 | - | - | 13 | 18 | 15 | - | 14 | 4 | - |

Health & Safety: Mental Health Training

| Mental Health Training | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|--|-------|-----|-----|-----|-------|-----|-------|-----|-------|-------|-------|-----|
|  | One Day Mental Health Awareness FAM01 | 17 | - | - | - | 21 | - | 13 | - | 15 | 15 | 19 | - |
|  | Two Day Mental Health First Aid FAM02 | 17-18 | - | - | - | 22-23 | - | 13-15 | - | 15-16 | 15-16 | 19-20 | -- |