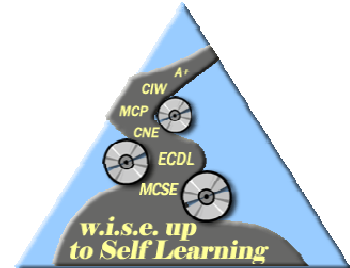




## Training Services



### Instructor-Led & Self-Study Training Courses

**For individuals** improving skills enhances employability

**For businesses** improving staff skills boosts productivity and staff fulfilment

#### Specialised Instructor-Led Training and Coaching Services

Available as one-to-one training for individuals or small groups, we can arrange to provide the training on your premises at times and dates to fit in with your staffing and work schedules. We can cover **basic, intermediate** or **advanced** topics for each subject and as part of our service we provide comprehensive course notes and handouts.

Currently we are able to provide training covering:

- **Microsoft Office**
- **Microsoft Project**
- **Project Management**

#### LearnKey Self-Study Courses

A wide range of self-study courses are available many of which are featured in our online catalogue. In addition to those featured in our catalogue we can supply any courses in the **LearnKey** range - just contact us for more information.

Self-study courses enable individuals to learn at their own pace, at times and locations that are the most convenient to both individuals and employers. This can be a real benefit for small businesses that cannot afford to have their staff out of the office attending external training courses.

These courses are highly regarded and include good quality video presentations from leading professional instructors together with interactive elements to aid with the learning process.

Courses can be purchased online as Single-User Licences, or for Multiple Users we can supply either Library Licences, or WorkGroup Licences.

**Subjects include:**

- |  |                           |                             |
|--|---------------------------|-----------------------------|
| ▪ <b>Business &amp; Personal Development</b> | ▪ <b>Computer Basics</b>  | ▪ <b>Desktop &amp; User</b> |
| ▪ <b>Graphics &amp; Web Design</b>           | ▪ <b>IT Certification</b> | ▪ <b>Project Management</b> |