

IT Training & Management Skills Course Apr– Jun 2008

Courses from £150 per person per day.	Apr	May	Jun
Microsoft Outlook			
Introductory	2	2	6
Advanced	17	28	27
Microsoft Word			
Introductory	14	13	10
Intermediate	21	16	16
Advanced	28	30	30
Microsoft Excel			
Introductory	1	6	3
Intermediate	15	14	17
Advanced	22	21	24
Microsoft PowerPoint			
Introductory	9	12	9
Advanced	23	19	23
Microsoft Access			
Introductory	10&11	8&9	11&12
Intermediate	16	20	18
Advanced	30	27	25
Microsoft Project			
Introductory	24&25	22&23	19&20
Advanced	29	29	26
Prince			
Introductory	18	15	13
Visio Professional			
	3	1	5
Sage Accounts			
Line 50 Introductory	These are now private courses that can be run on a date to suit.		
Line 50 Intermediate			
Payroll Introductory	Please contact us with your requirements.		
Line 100 Introductory			
Line 100 Intermediate			

Courses from £200 per person per day.	Apr	May	Jun
Management Skills			
Supervisory Skills for New Managers	7	8	9
Appraisal Techniques	8	7	4
Presentation Skills	14	13	11
Assertiveness Skills	21	20	17
Stress Management	15	14	12
Time Management	22	22	18
Project Management	16	21	19
Art of Motivating Others	1	9	3
Key Communication Skills	24	23	23
Effective Leadership	11	29	24
Managing at a Distance	2	6	5
Neuro Linguistic Programming (NLP)	10	12	10
Emotional Intelligence	3	1	6
Team Building Techniques	25	28	25
Recruitment26			
Interviewing Techniques	4	2	2
Recruitment & Selection Skills	28	29	26
Sales and Marketing			
Effective Telesales Techniques	18	19	16
Telephone and Reception Skills	17	16	13
Successful Sales Skills	29	22	20
Improving Customer Service	23	30	27
Introduction to Marketing	9	15	9
Negotiation Skills	30	27	30

Prices shown are exclusive of VAT.

Course dates are provisional and may change due to demand.

Lunch and refreshments served throughout the day.

Detailed directions to many of our course venues can be found on our website at www.pagetraining.com