

## Compliance Courses

Course	Price	Course Duration
<p><b>Accredited Emergency First Aid - Quallsafe Level 2</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• What is first aid and why is it needed</li> <li>• The legal aspects</li> <li>• Duties of a first aider</li> <li>• Accident and incident reporting</li> <li>• First aid kit</li> <li>• Theory and skills of first aid</li> <li>• Practical assessment</li> </ul>	<p><b>£550</b> For up to 12 delegates .....</p> <p><b>£75pp</b> To attend an open course</p>	6 Hours
<p><b>Accredited Food Safety in Catering - CIEH Level 2</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Introduction to food safety</li> <li>• The law</li> <li>• Food safety hazards</li> <li>• Taking temperatures</li> <li>• Refrigeration, chilling and cold holding of foods</li> <li>• Cooking, hot holding and re-heating of foods</li> <li>• Food handlers</li> <li>• Principles of safe storage</li> <li>• Cleaning</li> <li>• Food premises and equipment</li> </ul>	<p><b>£550</b> For up to 12 delegates .....</p> <p><b>£75pp</b> To attend an open course</p>	6 Hours
<p><b>Accredited Health &amp; Safety in the Workplace CIEH Level 2</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Introduction to Health and Safety</li> <li>• Health and Safety law</li> <li>• Health</li> <li>• Safety</li> <li>• Welfare</li> <li>• The workplace and work equipment</li> <li>• Risk assessments</li> <li>• Manual handling</li> <li>• Hazardous substances</li> <li>• Ergonomics and workstation design</li> <li>• Working at height</li> <li>• Transport and vehicles</li> <li>• Noise and vibration</li> </ul>	<p><b>£550</b> For up to 12 delegates .....</p> <p><b>£75pp</b> To attend an open course</p>	6 Hours

<p><b>Accredited Fire Safety Principles - CIEH Level 2</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Causes of fire in the workplace</li> <li>• Fire hazards</li> <li>• Characteristics of fire and smoke spread</li> <li>• Fire control methods</li> <li>• Means of escape</li> <li>• Fire detection and raising the alarm</li> <li>• Extinguishing fires</li> <li>• Fixed fire-fighting systems</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> <li>• Legal duties and penalties</li> <li>• Fire risk assessment</li> <li>• Fire safety inspections</li> <li>• Role of the fire warden</li> <li>• Induction briefings</li> </ul>	<p style="text-align: center;"><b>£550</b> For up to 12 delegates ..... <b>£75pp</b> To attend an open course</p>	<p style="text-align: center;">6 Hours</p>
<p><b>Accredited Paediatric First Aid – HSE Level 2</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Dealing with accidents</li> <li>• Unconscious and breathing /not breathing baby and child</li> <li>• Choking baby and child including the swallowing of something</li> <li>• Shock</li> <li>• First aid kits and hygiene techniques.</li> <li>• Bleeding and wounds, Burns and scalds</li> <li>• Objects in eyes, ears and nose</li> <li>• Recording, reporting and administering medication</li> <li>• Extremes of hot and cold</li> <li>• Sickness and fever including Meningitis</li> <li>• Broken bones, Head neck and back injuries</li> <li>• Adult first aid</li> </ul>	<p style="text-align: center;"><b>£900</b> For up to 12 delegates ..... <b>£100pp</b> To attend an open course</p>	<p style="text-align: center;">12 Hours over two days</p>
<p><b>Basic First Aid</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• What is first aid</li> <li>• What is an emergency</li> <li>• First aid kits</li> <li>• Getting help, who to call and how</li> <li>• Emergency identification</li> <li>• Recovery position</li> <li>• Fainting</li> <li>• Choking</li> <li>• Bleeding and bandaging</li> <li>• Burns</li> <li>• CPR</li> <li>• Seizures</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates  Or  <b>£395</b> For up to 30 delegates</p>	<p style="text-align: center;">3 Hours</p>

<p><b>Basic Health and Safety</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Powers of inspectors</li> <li>• Duties of employers &amp; employees</li> <li>• Risk assessment</li> <li>• Signs</li> <li>• Standard precaution</li> <li>• COSHH</li> <li>• RIDDOR</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p>	<p style="text-align: center;">3 Hours</p>
<p><b>Basic Food Safety</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Legislation - what does it involve</li> <li>• Contamination,</li> <li>• Bacteriology</li> <li>• Food poisoning</li> <li>• Storage &amp; temperature control</li> <li>• Personal hygiene</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p>	<p style="text-align: center;">3 Hours</p>
<p><b>Basic Fire Awareness</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Employer and employee responsibilities</li> <li>• CQC requirements</li> <li>• Risk assessment</li> <li>• Theory of fire</li> <li>• Emergency procedures.</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p>	<p style="text-align: center;">3 Hours</p>
<p style="text-align: center;"><b>IOSH Managing Safely</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Assessing risks</li> <li>• Controlling risks</li> <li>• Understanding responsibilities</li> <li>• Understanding hazards</li> <li>• Investigating incidents</li> <li>• Measuring performance</li> <li>• Protecting our environment</li> </ul>	<p style="text-align: center;"><b>£3500</b> For up to 15 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£420pp</b> for open courses</p>	<p style="text-align: center;">4 full days</p>

## Care Courses

Course	Price	Course Duration
<b>Drug and Alcohol Awareness</b>  <i>This course will cover the following:</i> <ul style="list-style-type: none"> <li>• Substance Identification</li> <li>• Types of substances that can be used/misused (legal and illicit)</li> <li>• Signs of substance use</li> <li>• Risk</li> <li>• Why individuals use/misuse substances</li> <li>• Laws</li> <li>• Harm Reduction</li> <li>• Interventions</li> <li>• Multi-agency working</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£40pp</b> for open courses</p>	3 Hours
<b>Medication Awareness</b>  <i>This course will cover the following:</i> <ul style="list-style-type: none"> <li>• What is a drug</li> <li>• Classification</li> <li>• Forms of medication</li> <li>• Routes of administration</li> <li>• Strength and dosage</li> <li>• Dosage instructions</li> <li>• Medicine names</li> <li>• Labels, expiry dates and storage</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£40pp</b> for open courses</p>	3 Hours
<b>End of Life Care</b>  <i>This course will cover the following:</i> <ul style="list-style-type: none"> <li>• Defining palliative care</li> <li>• Holistic care</li> <li>• Psychological and social aspects of care</li> <li>• Advanced care planning</li> <li>• Self reflection</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£40pp</b> for open courses</p>	3 Hours
<b>Equality &amp; Diversity</b>  <i>This course will cover the following:</i> <ul style="list-style-type: none"> <li>• What is Equality &amp; Diversity?</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p>	3 Hours

<ul style="list-style-type: none"> <li>• Valuing Diversity</li> <li>• Manager's and Individual Employee's Responsibilities</li> <li>• Equality Policy and Action Plan</li> <li>• Discrimination, Disability</li> <li>• Race Equality</li> <li>• Recruitment and Selection</li> <li>• Training and Development</li> <li>• The Law</li> </ul>	<p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> for open courses</p>	
<p><b>Multiple Conditions and Disabilities</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• COPD</li> <li>• Epilepsy</li> <li>• Diabetes</li> <li>• Strokes</li> <li>• Parkinson's</li> <li>• MS</li> <li>• Heart</li> <li>• liver and kidney disease</li> <li>• Statistics about these conditions</li> <li>• The risk factor of developing a diseases</li> <li>• Learn the signs and symptoms to look for</li> <li>• How you can support individuals that have one of these conditions</li> <li>• The treatment they may require.</li> </ul>	<p><b>£395</b> For up to 15 delegates</p> <hr/> <p><b>£50pp</b> For open courses</p>	<p>6 Hours</p>
<p><b>Mental Capacity Act (MCA)&amp;Deprivation of Liberty (DOLS)</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• What is mental capacity</li> <li>• The five principles of MCA,</li> <li>• Assessing capacity,</li> <li>• Best interests</li> <li>• Providing care or treatment</li> <li>• The MCA DoLs, roles and responsibilities</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Introduction to Moving and Handling with Hoist</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Theory of moving and handling</li> <li>• A practical session for people movers including transfers from chair to chair, hoist training, etc</li> <li>• How to use handling belt, slide sheet, etc</li> </ul>	<p><b>£395</b> For up to 12 delegates</p> <hr/> <p><b>£50pp</b> For open courses</p>	<p>6 Hours</p>

<p><b>Moving and Handling with Hoist Refresher</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• The theory of Moving and Handling</li> <li>• Practical sessions for people movers including hoist trainers and chair transfers</li> <li>• Equipment used including slide sheet and handling belt</li> </ul>	<p><b>£295</b> For up to 12 delegates</p> <p>Or</p> <p><b>£395</b> For up to 24 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Moving and Handling of People</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Risk assessing</li> <li>• Consequences of poor moving and handling</li> <li>• Safe lifting</li> <li>• Musculoskeletal system</li> <li>• Reducing risk of injury</li> <li>• Wheelchairs, walking frames, assisting to stand, walking, fallen and falling service user, vehicle assistance</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Moving and Handling of Objects</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Theory of moving and handling</li> <li>• Practical session for moving inanimate objects such as boxes, tables &amp; chairs etc.</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Infection Control</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Activity regarding contact</li> <li>• Cleaning and chemicals</li> <li>• Legislation</li> <li>• Activity – poor infection control</li> <li>• Infectious organisms</li> <li>• Fungi, virus, bacteria activity</li> <li>• Bacterial growth conditions</li> <li>• Direct/indirect infection</li> <li>• Parasites activity</li> <li>• Infection, cause, transmission activity</li> <li>• Hand washing techniques</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>

<p><b>Safeguarding of Vulnerable Adults (SOVA)</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Vulnerable adults</li> <li>• Recognising and preventing abuse</li> <li>• Types of abuse</li> <li>• Patterns of abuse</li> <li>• The whistleblower act</li> <li>• Responding to disclosure</li> <li>• Advocacy</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Dementia Awareness</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• The various types of dementia</li> <li>• How dementia manifests and develops within individuals</li> <li>• How we can support individuals with dementia</li> <li>• How to create person centred care plans</li> <li>• look at the anatomy and physiology of the brain and how dementia effects this</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> for open courses</p>	<p>3 Hours</p>
<p><b>Epilepsy Training</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Classification of seizures</li> <li>• Diagnosis</li> <li>• First aid for seizures</li> <li>• Care requirements for people with epilepsy</li> <li>• Epilepsy and memory</li> <li>• Video-epileptic seizures</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates if provide on the same day by the same trainer</p> <hr/> <p><b>£40pp</b> for open courses</p>	<p>3 Hours</p>
<p><b>Safeguarding of Vulnerable Children</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Statistics</li> <li>• Safeguarding responsibilities</li> <li>• Roles relating to safeguarding</li> <li>• Legislation</li> <li>• Children’s Act 2004</li> <li>• Types of abuse and signs of abuse</li> <li>• Disclosures</li> <li>• Recording</li> <li>• Whistle-blowing</li> <li>• Health and safety</li> <li>• Recruitment</li> <li>• Online safety</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>

<p><b>Medication In Schools</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Health conditions</li> <li>• Types of medications</li> <li>• Safeguarding</li> <li>• Legislation</li> <li>• Policy and procedures</li> <li>• Parental agreement and co-operation</li> <li>• Short Term and Long term medication</li> <li>• Risk assessing</li> <li>• Health Care Planning</li> <li>• Documentation</li> <li>• Trips and outings</li> <li>• Safe storage, access, disposal and self-administration</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£40pp</b> For open courses</p>	<p style="text-align: center;">3 Hours</p>
<p><b>Diabetes Awareness</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Diabetes Mellitus</li> <li>• Diabetes Insipidus</li> <li>• Blood sugar</li> <li>• Control &amp; glucose levels</li> <li>• Type 1 and type 2 diabetes</li> <li>• Body mass index (BMI)</li> <li>• Signs and symptoms</li> <li>• Management of diabetes</li> </ul>	<p style="text-align: center;"><b>£295</b> For up to 15 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£395</b> For up to 30 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£40pp</b> For open courses</p>	<p style="text-align: center;">3 Hours</p>
<p><b>Mental Health Awareness</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Brief History of Mental Illness</li> <li>• Mental Health Act 1983 (2007)</li> <li>• What is Mental Health?</li> <li>• Stigma &amp; Discrimination</li> <li>• Causes of Mental Illness</li> <li>• History Taking &amp; Reaching a Diagnosis</li> <li>• Delusions and Hallucinations</li> <li>• Schizophrenia</li> <li>• Depression</li> <li>• Bi-polar Affective Disorder</li> <li>• Psychosis, Neurosis &amp; Anxiety</li> <li>• Obsessive Compulsive Disorder</li> <li>• Borderline Personality Disorder</li> <li>• Care in the Community &amp; Care for the Carer</li> </ul>	<p style="text-align: center;"><b>£395</b> For up to 15 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£50pp</b> For open courses</p>	<p style="text-align: center;">6 Hours</p>



<p><b>Managing Challenging Behaviour</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• What is Conflict</li> <li>• Behaviour scenarios</li> <li>• Common functions of behaviour</li> <li>• Active listening</li> <li>• Resolving Conflicts</li> <li>• Factors that may influence behaviours</li> <li>• Understanding fear and anger</li> <li>• Cues to behaviour</li> <li>• The ABC Approach</li> <li>• Assertiveness in conflict</li> </ul>	<p><b>£395</b> For up to 15 delegates</p> <hr/> <p><b>£50pp</b> For open courses</p>	<p>6 Hours</p>
<p><b>Data Protection</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Learn what data protection is and what it means to your organisation</li> <li>• Understand why we/you need data protection</li> <li>• Understand the important of Confidentiality</li> <li>• Data protection legislation</li> <li>• Employee responsibilities</li> <li>• Employer responsibilities</li> <li>• Who do you report to?</li> <li>• Ensuring compliance</li> <li>• Data protection principles</li> <li>• How to keep your data safe</li> </ul>	<p><b>£295</b> For up to 15 delegates</p> <p>Or</p> <p><b>£395</b> For up to 30 delegates</p> <hr/> <p><b>£40pp</b> For open courses</p>	<p>3 Hours</p>

## Workplace Skills Courses

<p><b>Effective Team Management</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• The definition of 'team'</li> <li>• Establish guidelines to create an effective team</li> <li>• Recognise how different people 'work'</li> <li>• Demonstrate how to get better performance from yourself and others</li> </ul>	<p><b>£750</b> For up to 15 delegates</p> <hr/> <p><b>£75pp</b> For open courses</p>	<p>6 Hours</p>
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<p><b>Supervisions and Appraisals</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Definition of supervisions</li> <li>• Definition of appraisals</li> <li>• The purposes of supervisions</li> <li>• The purposes of appraisals</li> <li>• Appraisal communication</li> <li>• Standards to follow</li> <li>• Preparing for a supervision or appraisal meeting</li> <li>• Key areas of work performance</li> <li>• Guidelines and tips</li> <li>• Ineffective or negative feedback</li> <li>• Setting goals and objectives from your meeting</li> </ul>	<p><b>£700</b> For up to 15 delegates</p> <hr/> <p><b>£70pp</b> For open courses</p>	<p>5 Hours</p>
<p><b>Managing Conflict</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• To better understand, conflict situations</li> <li>• Define conflict and identify the main phases of conflict</li> <li>• Learn skills that will assist you in dealing with conflict</li> <li>• How you can take conflict situations and turn them into a positive</li> </ul>	<p><b>£500</b> For up to 15 delegates</p> <hr/> <p><b>£50pp</b> For open courses</p>	<p>3 Hours</p>
<p><b>Introduction to Time Management</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Benefits of being organised</li> <li>• How to prioritise work</li> <li>• The importance of being in the right state of mind</li> <li>• Understand the benefiteres of being organized</li> <li>• Understand how to prioritise workloads</li> <li>• Discover the difference between Urgent and Important</li> <li>• Identify techniques of being organised</li> </ul>	<p><b>£750</b> For up to 15 delegates</p> <hr/> <p><b>£75pp</b> For open courses</p>	<p>6 Hours</p>
<p><b>Assertiveness training</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Describe what is meant by assertive behaviour</li> <li>• Identify barriers to assertiveness</li> <li>• Identify the differences between behaviours</li> <li>• Learn more about your own preferred behaviours</li> <li>• Behavioural styles</li> <li>• Verbal and Non-verbal Communication</li> <li>• Describe useful strategies for dealing with difficult situations</li> <li>• Assertiveness Tips and Techniques</li> </ul>	<p><b>£750</b> For up to 15 delegates</p> <hr/> <p><b>£75pp</b> For open courses</p>	<p>6 Hours</p>

<p><b>The Art of Delegation</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Describe the barriers that get in the way of effective time management.</li> <li>• Understand some basic principles and techniques for prioritising.</li> <li>• Identify time thieves and how to combat them.</li> </ul>	<p><b>£750</b> For up to 15 delegates</p> <hr/> <p><b>£75pp</b> For open courses</p>	<p>6 Hours</p>
<p><b>Stress Management</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Explain the difference between stress and pressure</li> <li>• Describe what the “stress response” is and what affect it has on people</li> <li>• Identify stress triggers in yourself and others. Describe how to know when you or others may be under stress</li> </ul>	<p><b>£750</b> For up to 15 delegates</p> <hr/> <p><b>£75pp</b> for open courses</p>	<p>6 Hours</p>

## Computer Courses

<p><b>Basic Excel Training</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• The Basics of Excel, including the screen layout, changing the views</li> <li>• Opening, Closing and Saving</li> <li>• Cell ranges and Data Entry, selecting cells and editing</li> <li>• Using AutoFill and data series</li> <li>• Cut, copy and paste</li> <li>• Inserting/deleting extra rows or column</li> <li>• Formatting – number, dates, times, currency etc</li> <li>• Formatting for appearance, border, colour etc</li> <li>• Using Excel to sort records and filter records</li> <li>• Formulas and functions, the operators, the order in which Excel performs operations in formulas</li> <li>• Using Functions such as Sum, Count, Average, IF</li> <li>• Absolute and relative cell references</li> <li>• Moving and copying formulas, Charts and graphs</li> <li>• Data validity</li> <li>• Conditional Formatting</li> <li>• Setting up pages for printing</li> </ul>	<p><b>£395</b> For up to 10 delegates</p> <p>Or</p> <p><b>£695</b> For up to 20 delegates</p> <hr/> <p><b>£50pp</b> For open courses</p>	<p>3 Hours</p>
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<p><b>Intermediate Excel</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Budget spreadsheet and invoices</li> <li>• IF Functions</li> <li>• SumIF's</li> <li>• CountIFs</li> <li>• Data Tables</li> <li>• Merge Cells</li> <li>• Text Wrap</li> <li>• Table Formatting</li> <li>• Absolute Values</li> </ul>	<p style="text-align: center;"><b>£495</b> For up to 10 delegates</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><b>£795</b> For up to 20 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£65pp</b> For open courses</p>	3 Hours
<p><b>Social Media Essentials</b></p> <p><i>This course will cover the following:</i></p> <ul style="list-style-type: none"> <li>• Recognize the benefits of using social media</li> <li>• Investigate different social media platforms</li> <li>• Learn how to increase traffic to social media sites</li> <li>• Identifying good and bad practice when using social media</li> <li>• Learn about the management of social media data</li> <li>• Develop a strategy to put into practice.</li> </ul>	<p style="text-align: center;"><b>£495</b> For up to 10 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£65pp</b> For open courses</p>	5 Hours
<p><b>Introduction to Marketing incorporating Publisher and Mailchimp</b></p> <p><i>This course will cover the following:</i></p> <p><b>Publisher</b></p> <ul style="list-style-type: none"> <li>· Layout and sizing</li> <li>· Save, print and export</li> <li>· Design. Pictures and Text</li> <li>· Business cards</li> <li>· Poster, Calendars, Certificates, Letterheads and Catalogues.</li> </ul> <p><b>MailChimp</b></p> <ul style="list-style-type: none"> <li>· Signup</li> <li>· Email Campaigns</li> <li>· Adding and importing contacts</li> <li>· Selecting templates</li> <li>· Email design including links</li> <li>· Reports of campaign</li> </ul>	<p style="text-align: center;"><b>£445</b> For up to 10 delegates</p> <hr style="border-top: 1px dotted black;"/> <p style="text-align: center;"><b>£60pp</b> For open courses</p>	5 Hours

**01227 469970- [info@sekgroup.org.uk](mailto:info@sekgroup.org.uk)- [www.sekgroup.org.uk](http://www.sekgroup.org.uk)- #SocEntKent**

Social Enterprise Kent (SEK) is a group of diverse, pioneering and innovative partner organisations, with shared goals to support well-being in people's lives and the communities in which they live.

