

Training & Workshops

COMPUTER SOFTWARE TRAINING

- ✓ Excel & Word Level 1 Combo
- ✓ Word Level 2 & 3
- ✓ Excel Level 2 & 3
- ✓ Outlook Level 1 & Level 2
- ✓ PowerPoint Level 1 & Level 2
- ✓ Access Level 1 – 2 Day Course
- ✓ Access Level 2 – 2 Day Course
- ✓ Publisher Level 1 & Level 2
- ✓ Visio
- ✓ SharePoint Web Design Level 1 & 2
- ✓ Project Planning & Tracking
- ✓ Windows Vista
- ✓ Windows 7
- ✓ What's New in Office 2007
- ✓ Computer Basics
- ✓ FrontPage
- ✓ QuickBooks
- ✓ Simply Accounting



DEVELOPMENT & REVITALIZATION WORKSHOPS

- ✓ Bully Free Workplace
- ✓ Time Management
- ✓ Effective Communication – 2 Day Course
- ✓ Relationship Management – 2 Day Course
- ✓ Admin Assist Skills
- ✓ Presentation Skills – 2 Day Course
- ✓ Self Esteem & Assertiveness
- ✓ Business Etiquette
- ✓ Business Writing – 2 Day Course
- ✓ Advanced Writing Skills
- ✓ Conflict Resolution
- ✓ Speak Easy
- ✓ Impromptu Speaking – 2 Day Course
- ✓ Writing Reports & Proposals – 2 Day Course
- ✓ Minute Takers
- ✓ Job Search Tool Kit
- ✓ Mastering the Interview
- ✓ Creating Job Portfolios

