



COURSE CALENDAR

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MAY - AUGUST 2008

# COMPUTER COURSES - PUBLIC SCHEDULE

GLASGOW					EDINBURGH				
	May	June	July	Aug		May	June	July	Aug
<b>BEGINNERS COURSES</b>									
Computing For Beginners	6		10		Computing For Beginners		2		6
<b>WORD PROCESSING COURSES</b>									
<b>WORD XP/2002</b>					<b>WORD XP/2002</b>				
Introduction	6	25	21	11	Introduction	19	13	17	13
Intermediate		20		8	Intermediate	28	16		5
Advanced (2 days)				18,19	Advanced (2 days)			29,30	
<b>WORD 2003</b>					<b>WORD 2003</b>				
Introduction	12	9	3	25	Introduction	23			
Intermediate		23		7	Intermediate		4		6
Advanced (2 days)	7,8		24,25		Advanced (2 days)			7,8	
<b>PROJECT MANAGEMENT</b>									
Project 2003 Introduction	8		15		Project 2003 Introduction		30		18
<b>SPREADSHEETS</b>									
<b>EXCEL XP/2002</b>					<b>EXCEL XP/2002</b>				
Introduction	8	12	14	14	Introduction		4	28	1
Intermediate	13		11		Intermediate		19		11
Advanced (2 days)	19,20		3,4		Advanced (2 days)		26,27		25,26
<b>EXCEL 2003</b>					<b>EXCEL 2003</b>				
Introduction	28	5	18	18	Introduction	12		10	12
Intermediate		18		14	Intermediate	23		2	
Advanced (2 days)	1,2	25,26			Advanced (2 days)			30,31	
<b>DATABASES</b>									
<b>ACCESS XP/2002</b>					<b>ACCESS XP/2002</b>				
Introduction	2		14	26	Introduction	22	13		21
Intermediate (2 days)		18,19			Intermediate (2 days)			22,23	
Advanced (2 days)			28,29		Advanced (2 days)	21,22			7,8
<b>ACCESS 2003</b>					<b>ACCESS 2003</b>				
Introduction	9		25		Introduction		17		5
Intermediate (2 days)		16,17			Intermediate (2 days)			16,17	
Advanced (2 days)	14,15			7,8	Advanced (2 days)	*			

FOR MORE DETAILS ON COURSE CONTENT VISIT

[www.gtg.co.uk](http://www.gtg.co.uk)

# COMPUTER COURSES - PUBLIC SCHEDULE

GLASGOW					EDINBURGH				
	May	June	July	Aug		May	June	July	Aug
<b>EMAIL &amp; INTERNET</b>									
<b>OUTLOOK XP/2002</b>					<b>OUTLOOK XP/2002</b>				
Introduction		6		1	Introduction	16		9	
Intermediate	16		18		Intermediate	7			12
Advanced				15	Advanced	*			
<b>OUTLOOK 2003</b>					<b>OUTLOOK 2003</b>				
Introduction	9		7		Introduction		3		22
Intermediate	14		15		Intermediate			16	
Advanced		30		21	Advanced	*			
<b>DESKTOP PUBLISHING AND PRESENTATIONS</b>									
<b>POWERPOINT XP/2002</b>					<b>POWERPOINT XP/2002</b>				
Introduction	15	5	21	19	Introduction	29	23	4	
Advanced		12			Advanced	30		8	
<b>POWERPOINT 2003</b>					<b>POWERPOINT 2003</b>				
Introduction	22	20		15	Introduction	21		22	
Advanced			24		Advanced		3		
<b>PUBLISHER 2003</b>					<b>PUBLISHER 2003</b>				
Introduction	29		11		Introduction		27		22
<b>VISIO XP/2002</b>					<b>VISIO XP/2002</b>				
Introduction	28	2	31	13	Introduction		11		20
<b>VISIO 2003</b>					<b>VISIO 2003</b>				
Introduction	28	2	31	13	Introduction		11		20
<b>MOS EXAMS</b>									
Microsoft Specialist Exams	*				Microsoft Specialist Exams	*			
<b>GLASGOW TRANSPORT COURSES</b>									
<b>TRANSPORT &amp; LOGISTICS</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>					
ADR	12-16	9-13	7-11	4-8					
ADR Refresher	19-21	23-25	28-30	18-20					
National CPC	26-31	1-6							
Tachographs	23		25						
Ladder Safety		13		15					
Abrasive Wheels	16(pm)	13(pm)	11(pm)	8(pm)					

MORE COURSES ARE AVAILABLE ON REQUEST INCLUDING A FULL LIST OF TECHNICAL, TRANSPORT, LOGISTICS AND A SELECTION OF EVENING COURSES.

# BUSINESS SKILLS - PUBLIC SCHEDULE

GLASGOW					EDINBURGH				
	May	June	July	Aug		May	June	July	Aug
<b>HEALTH &amp; SAFETY</b>									
Emergency First Aid	8	26	11	5	Emergency First Aid	13	12	9	14
First Aid at Work - HSA Approved (4 days)	12, 19, 29	2, 3, 10, 17, 24	7, 14, 21, 28	1, 11, 18, 25	First Aid at Work - HSA Approved (4 days)	7, 14, 21, 28	4, 11, 18, 25	3, 10, 17, 24	19, 26 (2,9 Sept)
First Aid at Work - Refresher (2 days)	20, 27	19, 20	15, 16	12, 13	First Aid at Work - Refresher (2 days)	15, 22	16, 23	22, 23	28, 29
Managing Health & Safety/Risk Assessment	28		15		Managing Health & Safety/Risk Assessment		26		21
Fire Warden	13(am)		22(am)		Fire Warden		12(am)		7(am)
Manual Handling	13(pm)		22(pm)		Manual Handling		12(pm)		7(pm)
IOSH Managing Safely (5 days)	19, 20, 26, 27, 30		30, 31	5, 6, 8	IOSH Managing Safely (5 days)		4, 5, 11, 12, 13		18, 19, 27, 28, 29
NEBOSH		16,17,18,19,20,23 24,25,26,27,30	1,2		NEBOSH	*			
<b>PERSONAL DEVELOPMENT</b>									
Time Management	12		11		Time Management		20		7
Train the Trainer (3 days)	2, 22, 23		4, 24, 25		Train the Trainer (3 days)		18, 26, 27		5, 19, 20
Assertiveness/Confidence Building		12		8	Assertiveness/Confidence Building	14		28	
Presentation Skills		12, 18		7, 14	Presentation Skills		9, 10		
Business Writing Skills		27		5	Business Writing Skills	6		9	
<b>CUSTOMER CARE</b>									
Dealing with Challenging Customers	16		10		Dealing with Challenging Customers		16		6
Communication Skills		4		11	Communication Skills	21		14	
Effective Customer Relations	26		7		Effective Customer Relations		11		13
<b>SUPERVISORY MANAGEMENT</b>									
ILM Award in First Line Management Level 3 (5 days)	15	17	17	14, 18 September	ILM Award in First Line Management Level 3 (5 days)	7	6	3	1 & 5 September
Finance for Non-Financial Managers	19, 20		17, 18		Finance for Non-Financial Managers		17, 18		20, 21
Managing People (2 days)	8, 9		22, 23		Managing People (2 days)		24, 25		21, 22
Team Building		24, 25		11, 12	Team Building	19, 20		28, 29	
<b>PROJECT MANAGEMENT</b>									
Project Management Theory	7		21		Project Management Theory	9		10	
Introduction to PRINCE2™	21		14		Introduction to PRINCE2™	12		4	
PRINCE2™		16, 17, 18, 19, 20		25, 26, 27, 28, 29	PRINCE2™			21, 22, 23, 24, 25	
<b>LEGISLATION</b>									
Employment Law	*				Employment Law	*			

GTG TRAINING & CONFERENCE CENTRE  
1330 SOUTH STREET, GLASGOW G14 0BJ  
Tel **0844 815 5230**

**\* DATES ARE AVAILABLE ON REQUEST  
PLEASE CONTACT OUR SALES TEAM  
FOR MORE INFORMATION INCLUDING  
COURSE DETAILS AND COSTS.**

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