



## COURSE CALENDAR

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SEPTEMBER - DECEMBER 2010

# COMPUTER & IT SKILLS - PUBLIC SCHEDULE

GLASGOW					
	Cost	Sept	Oct	Nov	Dec
<b>BEGINNERS COURSES</b>					
Microsoft Office Specialist Exams (all versions)	TBC**	3	1	5	3
Computing for Beginners (1 day)	£165		11		13
<b>WORD PROCESSING</b>					
<b>WORD XP/2003</b>					
Introduction (1 day)	£165		6		1
Intermediate (1 day)	£165	7		15	
Advanced (2 days)	£410		13 & 14		13 & 14
<b>WORD 2007</b>					
Foundation (1 day)	£165	16		16	
Intermediate (1 day)	£165		12		6
Advanced (1 day)	£205	28			21
Expert (1 day)	£205		26	26	
<b>PROJECT MANAGEMENT</b>					
<b>PROJECT 2003</b>					
Project 2003 Introduction (1 day)	£165		5		7
Project 2003 Advanced (1 day)	£205	21		10	21
<b>PROJECT 2007</b>					
Project 2007 Foundation (1 day)	£165	13		25	2
<b>SPREADSHEETS</b>					
<b>EXCEL XP/2003</b>					
Introduction (1 day)	£165	8	4	8	2
Intermediate (1 day)	£165	22	18	11	16
Advanced (2 days)	£410		21 & 22		
<b>EXCEL 2007</b>					
Foundation (1 day)	£165	1	15	3	
Intermediate (1 day)	£165	17		22	17
Advanced (1 day)	£205		27		9
Expert (1 day)	£205	14		15	
<b>DATABASES</b>					
<b>ACCESS XP/2003</b>					
Introduction (1 day)	£165		19		9
Intermediate (2 days)	£330	29 & 30			14 & 15
<b>EMAIL, INTERNET &amp; WEB</b>					
<b>OUTLOOK XP/2003</b>					
Introduction (1 day)	£165		11		16
Advanced (1 day)	£205	6		8	
<b>DESKTOP PUBLISHING &amp; PRESENTATIONS</b>					
<b>POWERPOINT XP/2003</b>					
Introduction (1 day)	£165	15		18	
Advanced (1 day)	£205		28		1
<b>POWERPOINT 2007</b>					
Foundation (1 day)	£165		7		20
Intermediate (1 day)	£165	9		9	
<b>VISIO 2003</b>					
Introduction (1 day)	£165		25		20

EDINBURGH			
Sept	Oct	Nov	Dec
<b>BEGINNERS COURSES</b>			
15		9	
<b>WORD PROCESSING</b>			
	12		2
27			
6 & 7		1 & 2	
	13		7
22		4	
	20		14
10	8	17	
<b>PROJECT MANAGEMENT</b>			
14		12	
			9
<b>SPREADSHEETS</b>			
23	6	23	
	5		15
29 & 30		29 & 30	
16		15	
	19		
<b>DATABASES</b>			
21		22	
<b>EMAIL, INTERNET &amp; WEB</b>			
	29		
<b>DESKTOP PUBLISHING &amp; PRESENTATIONS</b>			
	26		21
2			
	27		
28		25	
	18	3	

OTHER COURSES ARE AVAILABLE ON A PRIVATE SCHEDULE BASIS - VISIT [www.gtg.co.uk](http://www.gtg.co.uk) FOR MORE DETAILS

# HEALTH & SAFETY / BUSINESS SKILLS / TRANSPORT

GLASGOW					
	Cost	Sept	Oct	Nov	Dec
<b>HEALTH &amp; SAFETY</b>					
Managing Health & Safety /Risk Assessment (1 day)	£165	15		9	
Fire Warden (1/2 day AM)	£105	13	11	15	13
Manual Handling (1/2 day PM)	£105	13	11	15	13
Manual Handling Instructors Course (3 days)	£625		20, 21, 27		
IOSH Managing Safely (5 days)	£730		6, 7, 13, 14, 20		1, 2, 8, 9, 15
IOSH Working Safely (1 day)	£195	7		2	
NEBOSH National General Certificate (13 days over 6 weeks)	£1,500		4, 5, 11, 12, 18, 19, 25, 26	1, 2, 8, 9, 10	
NEBOSH Fire Safety & Risk Assessment (6 days)	£945	13, 14, 20, 21, 28, 29		29 & 30	6, 7, 13, 14
Approved First Aid at Work (3 days)	£195	6, 13, 20	8, 15, 22	3, 10, 17	1, 8, 15
HSE Approved Refresher First Aid (2 days)	£145	9/10	21/22	8/9	16/17
Emergency First Aid (1 day)	£95	17	20	2	1
BSC Fire Risk Assessment (1 day)	£195	27			
BSC Risk Assessment (1 day)	£195		12		
BSC Health & Safety at Work Level 1 (1 days)	£195			1	
<b>CAREER DEVELOPMENT</b>					
Building your Self-Esteem and Assertiveness Skills (1 day)	£165	1		1	
Business Writing Skills (2 days)	£330		28 & 29		
Communication Strategies (2 days)	£330	6 & 7		3 & 4	
Conflict Resolution - Dealing With Difficult People (1 day)	£165		8		2
Customer Service Training - Critical Elements of Customer Service (2 days)	£330		4 & 5		6 & 7
Dealing with Challenging Customers (1 day)	£165	8		8	
Presentation Survival School (2 days)	£330	14 & 15		16 & 17	
The Minute Takers Workshop (1 day)	£165		7		8
Time Management - Get Organised for Peak Performance (1 day)	£165	13	6	12	10
Writing Reports & Proposals (2 days)	£330	20 & 21		18 & 19	
<b>TRAIN THE TRAINER</b>					
The Practical Trainer (3 days)	£490		11, 12, 13		6, 7, 8
<b>SUPERVISORS AND MANAGERS</b>					
Coaching Skills for Managers (1 day)	£165	10		10	
Delegation - The Art of Delegating Effectively (1 day)	£165	2		2	
ILM Award in First Line Management (5 days)	TBC**	8 & 22	4, 14, 27		
The Professional Supervisor (3 Days)	£415		18, 19, 20		
Motivation Training - Motivating your Workforce (1 day)	£165	28		29	
HR for the Non HR Manager	£415		11, 12, 13		
Negotiating for Results (2 days)	£330				14 & 15
The ABC's of Supervising Others (2 days)	£330	22 & 23		23 & 24	
<b>PROJECT MANAGEMENT</b>					
PRINCE2® Re Registration and 2009 Conversion (2 days)	£595				
PRINCE2® 2009 Foundation (3 days)	£1,000	13 - 15			
PRINCE2® 2009 Foundation and Practitioner (5 days)	£1,495		25 - 29	8 - 12	13 - 17
PRINCE2® 2009 Practitioner (2 days)	£495	16 & 17			
<b>TRANSPORT</b>					
CPC National Freight (10 days)	£610*	30 & 31/8, 1-3, 6-10		22-26	29/11 - 3
Driver CPC (1 day)	£100			CALL FOR DATES	
ADR Initial (5 days)	£375*	13-17	4-8	1-5	6-10
ADR Refresher (3 days)	£220*	28-30	25-27	17-19	20-22
Abrasive Wheels (1/2 day)	£95	20		26	
RTITB Forklift Instructors Course (10 days)	£1,470	10, 13-17, 20-23			

EDINBURGH			
Sept	Oct	Nov	Dec
<b>HEALTH &amp; SAFETY</b>			
	5		7
28		4	
28		4	
		22, 23, 29	
15, 16, 22, 23, 29		17, 18, 24, 25	1
	21		
9, 16, 23	4, 11, 18	4, 11, 18	3, 10, 17
29 & 30	26 & 27	29 & 30	13 & 14
28	28	19	8
			2
		25	
	14		
<b>CAREER DEVELOPMENT</b>			
	6		8
	7 & 8		13 & 14
7		3	
21 & 22		16 & 17	
	5		1
	21 & 22		15 & 16
9		9	
14	14		9
	18 & 19		21 & 22
<b>TRAIN THE TRAINER</b>			
28, 29, 30		23, 24, 25	
<b>SUPERVISORS AND MANAGERS</b>			
23		18	
16		30	
	20		2
	26 & 27		
<b>PROJECT MANAGEMENT</b>			
6 & 7		22 & 23	
13 - 17	11 - 15	8 - 12	6 - 10
<b>TRANSPORT</b>			

CALL FOR DATES

FOR A FULL LIST OF BUSINESS SKILLS AND TRANSPORT COURSES INCLUDING THE NEW DRIVERS CPC COURSE VISIT OUR WEBSITE

\*Exam fee applies. Prices quoted exclude VAT. PRINCE2® is a Trade Mark of the Office of Government Commerce. \*\*TBC prices vary.

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

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Tel **0844 815 5230**

**GTG TRAINING CENTRE**

8 BANKHEAD DRIVE, EDINBURGH EH11 4EW

Tel **0844 815 5408**

ALL COURSES CAN BE TAILORED TO YOUR ORGANISATIONS SPECIFIC REQUIREMENTS

BT calls 5p per minute, other providers may vary. Calls may be recorded for quality or training purposes. REF: 84349