



COURSE CALENDAR

JANUARY - APRIL 2010

COMPUTER & IT SKILLS - PUBLIC SCHEDULE

GLASGOW					
	Cost	Jan	Feb	Mar	Apr
BEGINNERS COURSES					
Computing for Beginners (1 day)	£165	12			6
WORD PROCESSING					
WORD XP/2003					
Introduction (1 day)	£165	6	4	2	6
Intermediate (1 day)	£165	27	25		22
Advanced (2 days)	£400	7 & 8		3 & 4	
WORD 2007					
Foundation (1 day)	£165	20		10	
Intermediate (1 day)	£165		11	25	15
Advanced (1 day)	£200		23		27
Expert (1 day)	£200	19		23	
PROJECT MANAGEMENT					
PROJECT 2003					
Project 2003 Introduction (1 day)	£165			30	
Project 2003 Advanced (1 day)	£200	13			13
PROJECT 2007					
Project 2007 Foundation (1 day)	£165	21			
SPREADSHEETS					
EXCEL XP/2003					
Introduction (1 day)	£165	14	17	18	14
Intermediate (1 day)	£165	28	24	24	29
Advanced (2 days)	£400	5 & 6	2 & 3	2 & 3	7 & 8
EXCEL 2007					
Foundation (1 day)	£165	26		31	
Intermediate (1 day)	£165	11		1	
Advanced (1 day)	£200		9		7
Expert (1 day)	£200	15		16	
DATABASES					
ACCESS XP/2003					
Introduction (1 day)	£165	7		4	
Intermediate (2 days)	£330				13 & 14
Advanced (2 days)	£400		3 & 4	11 & 12	
EMAIL, INTERNET & WEB					
OUTLOOK XP/2003					
Introduction (1 day)	£165	5	5	5	16
DESKTOP PUBLISHING & PRESENTATIONS					
POWERPOINT XP/2003					
Introduction (1 day)	£165	20	22	26	20
Advanced (1 day)	£200			17	
POWERPOINT 2007					
Foundation (1 day)	£165				28
VISIO 2003					
Introduction (1 day)	£165	29			

EDINBURGH			
Jan	Feb	Mar	Apr
BEGINNERS COURSES			
13			
WORD PROCESSING			
21		23	
	10		1
		8 & 9	
		9	
			8
PROJECT MANAGEMENT			
	18		15
SPREADSHEETS			
26		11	
	2		27
		24 & 25	
12		17	
	9		20
DATABASES			
		18	
EMAIL, INTERNET & WEB			
	17		16
DESKTOP PUBLISHING & PRESENTATIONS			
27			28
			23

OTHER COURSES ARE AVAILABLE ON A PRIVATE SCHEDULE BASIS - VISIT www.gtg.co.uk FOR MORE DETAILS

HEALTH & SAFETY / BUSINESS SKILLS / TRANSPORT

GLASGOW					
	Cost	Jan	Feb	Mar	Apr
HEALTH & SAFETY					
Emergency First Aid (1 day)	£95	26	17	9	28
HSE Approved A.E.D (Defib) User (1 day)	£125			24	
Approved First Aid at Work (3 days)	£195	6, 13 & 20	1, 8 & 15	3, 10 & 17	7, 14 & 21
HSE Approved Refresher First Aid (2 days)	£145	11 & 12	3 & 4	1 & 2	8 & 9
Managing Health & Safety /Risk Assessment (1 day)	£165	12		10	
Fire Warden (1/2 day AM)	£105	21		17	
Manual Handling (1/2 day PM)	£105	21		17	
Manual Handling Instructors Course (3 days)	£625*		3, 4 & 11		19, 20 & 26
IOSH Managing Safely (5 days)	£730		25, 26	4, 5 & 8	20, 21, 27, 28 & 29
IOSH Working Safely (1 day)	£195	14			14
NEBOSH - National General Certificate (13 days over 3 months)	£1,500	25, 26	1, 2, 8, 9, 16, 17, 23, 24	1, 2 & 3	
BSC Fire Risk Assessment (1 day)	£195	13		9	
BSC Risk Assessments (1 day)	£195	27		16	
BSC H&S at Work Level 1 (1 day)	£195		3		6
CAREER DEVELOPMENT					
Building Your Self Esteem (1 day)	£165	19		4	
Business Writing That Works (2 days)	£330		4 & 5	10 & 11	
Communication Strategies (2 days)	£330	20 & 21		30 & 31	
Dealing With Difficult People (1 day)	£165	28		15	
Critical Elements of Customer Service (2 days)	£330	12 & 13			29 & 30
Public Speaking - Presentation Survival School (2 days)	£330	7 & 8		24 & 25	
The Minute Takers Workshop (1 day)	£165			17	
Time Management - Get Organised for Peak Performance (1 day)	£165		11		7
Writing Reports & Proposals (2 days)	£330	26 & 27			26 & 27
TRAIN THE TRAINER					
The Practical Trainer (3 days)	£490		16, 17 & 18		13, 14 & 15
SUPERVISORS AND MANAGERS					
The Art of Delegating Effectively (1 day)	£165			18	
ILM Award in First Line Management (5 days over 3 months)	£655		9, 23	9, 23	6
Motivation Your Workforce (1 day)	£165	6			5
Negotiating for Results (2 days)	£330				20 & 21
The ABC's of Supervising Others (2 days)	£330	21 & 22		18 & 19	
The Professional Supervisor (3 days)	£415		24 - 26		21-23
Budgets & Money (2 days)	£330		11 & 12		
PROJECT MANAGEMENT					
PRINCE2® Re Registration and 2009 Conversion (2 days)	£595				
PRINCE2® 2009 Foundation (3 days)	£1,000				
PRINCE2® 2009 Foundation and Practitioner (5 days)	£1,495	25 - 29	22 - 26	22 - 26	12 - 16
PRINCE2® 2009 Practitioner (2 days)	£495				
TRANSPORT					
CPC - National Freight (10 days)	£610*		22 -	5	
ADR Initial (5 days)	£375*	18 - 22	8 - 12	8 - 12	12 - 16
ADR Refresher (3 days)	£220*	25 - 27	22 - 24	22 - 24	26 - 28
Drivers CPC (1 day)	£100	7, 12, 21 & 26	4, 9, 18 & 23	4, 9, 18 & 23	1, 6, 15, 20 & 29
Abrasive Wheels (1/2 day)	£95		5		2
RTITB Forklift Instructors Course (10 days)	£1470		5 - 18		

EDINBURGH			
Jan	Feb	Mar	Apr
HEALTH & SAFETY			
25	24	23	27
7, 14 & 21	2, 9 & 16	4, 11 & 18	6, 13 & 20
18 & 19	10 & 11	15 & 16	22 & 23
	5		8
	11		15
	11		15
		11, 12 & 18	
11, 12, 18, 19 & 20		17, 18, 24, 25, 26	
	11		
	17		29
	23		
		11	
CAREER DEVELOPMENT			
7		12	
			29 & 30
	11 & 12		
	15		
		25 & 26	
	2 & 3		
5		5	
18		17	
14 & 15			22 & 23
TRAIN THE TRAINER			
		29 - 31	
PROJECT MANAGEMENT			
	25		16
	26		1
28 & 29			
	18 & 19		8 & 9
PROJECT MANAGEMENT			
21 - 22			
18 - 20		1 - 3	
11 - 15	15 - 19	15 - 19	19 - 23
21 - 22		4 - 5	

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. PRINCE2® training is provided in association with Maven Training, an APM Group Accredited Training Organisation.

www.gtg.co.uk

GTG TRAINING & CONFERENCE CENTRE

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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.