

Range of Courses

Our range of courses includes the following,

Technology & IT

- Microsoft Office
 - Excel
 - Word
 - Access
 - PowerPoint
 - OneNote
 - Publisher
 - Visio
 - Outlook
 - Project
- Microsoft Groupware
 - Exchange
 - SharePoint
 - InfoPath
 - SQL
 - Microsoft CRM
- Adobe
 - Acrobat
 - Photoshop
 - Illustrator
 - InDesign
 - Dreamweaver
- Servers & Operating Systems
 - VMware
 - Windows Server
 - Windows XP, Vista, 7
- Others
 - Prince2
 - Crystal Reports
 - Sage Accounts & Payroll
 - Sage ACT

Business Communications

- 60 second Commercial
- Business Networking
- Active Listening
- Communicate with Confidence & Impact
- Presentation Skills
- Public Speaking
- Keynote Speech Design
- Facilitation Skills
- Communication Strategies
- Sales Fundamentals
- Advanced Professional Selling
- Sales for Non-Sales People
- No Pressure Cold Calling
- Negotiation Skills
- Customer Care Excellence
- Interpersonal Skills
- Meeting Management
- Train-the-Trainer

Personal & Management Development

- Anger Management
- Assertiveness and Self-Confidence
- Change Management
- Coaching and Mentoring
- Conflict Resolution
- Motivating Employees
- Personal Productivity
- Project Management
- Stress Management
- Supervising Others
- Teamwork and Team Building
- Time Management
- Workplace Diversity