Course Schedule

DUBLIN
January–June 2018

TRAINING & CERTIFICATION
SURESKILLS™

OUR COURSES

- ITIL
- PRINCE2
- Business Analysis
- GDPR
- AWS
- VMware
- CommVault

- Microsoft Official Curriculum on-Demand
- Microsoft Technical
- Microsoft Excel
- Microsoft Office 365
- Microsoft Office
- Business & Professional Development
- Marketing & Sales

Call your Account Manager today: 01 240 2262

ITIL®

ITIL® has been designed to help organizations develop and manage their IT more efficiently & cost-effectively.

With more than 2 million practitioners qualified across 180 countries, ITIL® (IT Infrastructure Library®) is a widely established approach to IT Service Management. It provides a set of best practices for identifying, planning, delivering, and supporting IT services to businesses and can be applied to almost any organization.

Why ITIL®?

- Internationally respected certification
- Ability to accelerate career progression
- Improved ROI of IT
- Reduced cost/incident

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSI001B	ITIl Practitioner	2			8	9	3	
SSI002	ITIL Foundation	3	15	5	5	3, 30	14	5
SSI015	ITIL Operational Support & Analysis	3			Call for Dates			
SSI016	ITIL Release, Control & Validation	4		12				11
SSI017	ITIL Service Transition	3					14	
SSI018	ITIL Service Strategy	3			12			
SSI019	ITIL Service Design	3			12			
SSI020	ITIL Service Operation	4	8			9		
SSI021	ITIL Continual Service Improvement	3		19				
SSI022	ITIL Planning, Protection & Optimisation	4						18
SSI023	ITIL Service, Offering & Agreements	4						
SSI024	ITIL Managing Across the Life Cycle	4						25

Why SureSkills for ITIL®?

Quality-driven service management is the cornerstone of business success. SureSkills is the leading Irish provider of IT service management training and consulting. We are also the longest directly accredited company in Ireland, delivering over 3,000 exams every year. SureSkills are regularly audited to ensure our training programmes and trainers are consistent with the highest standards of the accreditation body, Axelos. We ensure that you can apply the knowledge and realize real business value.

"SureSkills have always been resourceful, reasonable, accommodating, and professional. All our training events have progressed seamlessly, in our office, in SureSkills and off-site. SureSkills is certainly our first point of call for training, and are now assisting us with training needs in the UK and Asia."

Jo Ferguson
Lead Project Manager
CME Group Belfast

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com
Call for Dates July – December 2018

PRINCE 2, PMP, Project Management Professional, Agile & Scrum

PRINCE2®

Mid-2017 marked the arrival of the updated PRINCE2 guidance and new foundation and practitioner examinations. Therefore, any current PRINCE2 practitioner certificate holder who passed the exam before the 2017 update remains relevant. Your current certification in PRINCE2 will remain valid until the end of its 5-year period and it is still applicable for PRINCE2 digital badge available via the PRINCE2 Membership programme.

However, AXELOS is updating the way in which PRINCE2 practitioners remain current. It is recommended that any existing PRINCE2 practitioners familiarize themselves with the changes by reviewing the new guidance or joining the PRINCE2 membership programme, which will provide exclusive content on the changes covered within the PRINCE2 2017 update.

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSZ947	PRINCE2: Foundation	3	29	12,26	12	9, 23	14,28	11,25
SSZ948	PRINCE2: Practitioner	2		1,15	1,15	12,26	17,31	14,28
SSZ999	PRINCE2: Agile	3			21			25
SSBS070	Project Management Essentials	2		1				
SSBS072	PMP Preparation / PMI Certification	4			20			
Professional Agile & Scrum								
SSBS073	Professional Scrum Master (PSM)	2				16		
SSBS105	Agile Training for Project Managers - Foundation	2	Call for Dates					
SSBS106	Agile Training for Project Managers - Practitioner	2	Call for Dates					
SSBS109	Team Primer in Agile and Scrum	2	Call for Dates					

PRINCE2® Foundation	→	PRINCE2® Practitioner	→	PRINCE2® Agile
Or equivalent to PRINCE2® Foundation (PMI, IPMA)				

Why SureSkills for PRINCE2®?

Our aim is to give you the best in PRINCE2® training offered anywhere – guaranteed. Our trainers are practitioners and their understanding of the real world of project management comes through in the context and practical nature of our deliveries. We are focused on helping you and your company with the management of your projects, and ultimately your results. That's why we have lifetime pre- and post-course support for all our delegates and consulting clients.

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com
Call for Dates July – December 2018

Business Analysis

Our business analysis training courses follow syllabi set by the British Computer Society (BCS), leading to BCS Business Analysis certificates and diplomas.

This is the most recognised certification for business analysts in the UK and Ireland. A BCS-qualified business analyst will strengthen an organization's project team and will increase your rates if you are a business analyst. Our training is delivered by qualified experts who have years of practical experience!

Why Business Analysis?

- Industry recognised certification
- Acquire proven modern methodologies
- Develop effective consultancy and communication skills
- Can make a more effective contribution to your organization

Two Core Modules	Business Analysis Practice	→	One Knowledge-Based Specialism	Foundation in Business Analysis	→	One Practitioner Specialism	Modelling Business Process	→	Oral Examination
	Requirements Engineering	→							

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSI031	Business Analysis Practice	3			20			
SSI036	Requirements Engineering	3					14	
SSI037	Modelling Business Processes	3	24					9
SSI039	Foundation Certificate in Business Analysis	3		5				
SSI040	Business Analysis Revision (Prep for Oral Assessment)	1		8				18
SSI041	Business Analysis Oral Assessment	1		23				22
SSI403	Systems Development Essentials	3						11

GDPR

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

In May 2018, a new chunk of EU legislation comes into force across the European Union. The GDPR brings data protection laws into the 21st century, taking into consideration the data privacy and security threats presented by today's technology. Validate your technical expertise with GDPR and work with our experts to prepare for GDPR certification

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSDPEC3	GDPR: The Regulation, Data Protection & Privacy Awareness Session	0.5		16				22
	Ciaran Molumby, a GDPR Practitioner joins us to deliver a people focused workshop on the Regulation which will include a high level overview through to practical day to day issues in relation to all elements of Data Protection and Privacy. Ciaran has built this extensive knowledge base from 30 Years in Business and IT in Ireland and abroad. The course will give you the insight to consider how your own organisation can build a plan on the road to compliance.							
SSDPEC2	Data Protection Practioner Certificate	3	17	Call for Dates				
SSECDP01	Preparing for the EU General Data Protection	1		Call for Dates				
SSECDP02	European Certified Data Protection Officer Programme	6		Call for Dates				

Book your course today! Call: **01 240 2262** or email: **info@SureSkills.com**

Amazon Web Services

Amazon Web Services (AWS) training enables organizations and individuals to gain the necessary technical competence and accreditations to help businesses move faster, while lowering IT costs and scaling applications.

Learn how to design, deploy and operate highly available, cost-effective and secure applications on our AWS courses led by qualified AWS Instructors. Validate your technical expertise with AWS and work with our experts to prepare for AWS Certification.

Why Amazon Web Services?

- AWS platform powers hundreds of thousands of businesses
- Market leader in cloud infrastructure
- One of the most sought-after qualifications
- Growing exponentially year-on-year

Getting Started		Advanced	Speciality
Introduction to AWS Services	Business Essentials	Systems Operations on AWS	Advanced Architecting on AWS	Big Data on AWS
		Developing on AWS		
	Technical Essentials	Security on AWS	DevOps Engineering on AWS	

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSAWS00	AWS Business Essentials	1	22		5		14	
SSAWS01	AWS Technical Essentials	1	23		6		15	
SSAWS02	Architecting on AWS	3	24		7		16	
SSAWS03	Systems Operations on AWS	3	29		26		28	
SSAWS04	Advanced Architecting on AWS (Virtual)	3			19		21	
SSAWS05	Developing on AWS (Virtual)	3		14		30		
SSAWS06	Big Data on AWS (Virtual)	3		26				18
SSAWS07	DevOps Engineering on AWS (Virtual)	3			12			27
SSAWS09	Security Operations on AWS	3		21				4
SSAWS10	Data Warehousing on AWS	3	22		Call for Dates			
SSAWS11	Migrating to AWS	2			Call for Dates			

Why Sureskills for AWS?

SureSkills are Ireland's and Northern Ireland's only AWS approved training provider and we provide training when and where you want it. All our courses are taught by AWS accredited instructors (AAIs) and use only authorized AWS content. Whether you are a Solutions Architect, Systems Operator or Developer, our training will help you learn to design, develop, and operate available, efficient, and secure applications on the AWS Cloud.

"Excellent, AWS content and labs were great and the trainer's knowledge of all AWS material was very good. Pace was good. Whole process was very efficient and the training centre was well equipped, no issues at all – very professional."

Martin Clohessy
IT Platforms & Storage Manager, DAA

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com
Call for Dates July – December 2018

VMware

VMware is a recognised global leader within the field of virtualization and the provision of Cloud infrastructure solutions.

Explore our wide range of VMware approved training programmes covering all aspects of virtualization and cloud computing. Build your skills and validate the technical competencies and expertise needed to install, manage, deploy, and support the world's number one virtualization software.

Why VMware?

- Industry-leading virtualization software company
- Allows business to become more agile, efficient, and profitable
- Increased flexibility and career growth
- Advanced credibility with employers, colleagues and clients

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSV0074	VMware vSphere v6.5: Fast Track	5		26			14	
SSV0071	VMware vSphere v6.5: What's New	3		5		16		18
SSV0070	VMware vSphere v6.5: Install, Configure & Manage	5	15	12	5	9	14	11
SSV0072	VMware vSphere v6.5: Optimize and Scale	5	29					18
SSV0073	VMware vSphere v6.5: Troubleshooting Workshop	5	22					25
SSV061	VMware vCloud Director v8.2: ICM	5	Call for Dates					
SSV063	VMware Horizon (With View) ICM (v7)	5	Call for Dates					
SSV067	VMware vRealize Automation ICM (v7.3)	5	Call for Dates					
SSV068	VMware NSX ICM (v6.2)	5		12		23		
SSV069	VMware vRealize Operations Manager ICM (v6.6)	5	Call for Dates					
SSV071	VMware Cloud Orchestration and Extensibility [V7.1]	5	Call for Dates					
SSV072	Vmware vSAN Deploy and Manage 6.6	3	Call for Dates				21	

CommVault®

CommVault's unique single-platform architecture gives users unprecedented control over data growth, costs, and risks.

SureSkills are still the only CommVault® Approved Services Provider (CASP) in Ireland with the necessary qualifications, skills, and experience to serve your business needs. We offer packaged or customized instructor-led training to ensure that you can deploy and maintain an optimal software solution that meets your business objectives. In addition, we are also the largest managed service provider of CommVault® storage support.

Why CommVault?

- World's leading data management company
- Learn to protect, access, and use all of your firm's data
- Unlock the vast potential of CommVault's software
- Increase authority and control in your IT department

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSC005	CommVault Core Fundamentals	3	15		12		14	
SSC006	CommVault Implementation & Maintenance	2	18		15		17	

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com
Call for Dates July – December 2018

Microsoft Official Curriculum On-Demand

Microsoft Official Courses On-Demand (MOC On-Demand) blend video, text, hands-on labs, and knowledge checks to help you build your Microsoft technology skills — on your own schedule, at your own pace, and in your own place.

No need to spend time and money travelling to a classroom location or adhering to classroom hours; with a computer and an Internet connection, your Microsoft Official Courses On-Demand come to you, any time.

After you purchase your course, you will receive a confirmation email with a redeemable course code, details, and instructions.

Note
- MOC On-Demand is currently available only in English.
- After course activation, the MOC On-Demand materials are available for 3 months. Access to an associated lab environment will also expire no more than 3 months from the date of activation.
- Each code may only be used once and cannot be shared. After it has been redeemed, a code cannot be extended or reused.

Call your SureSkills Training Advisor to discuss how you might blend an ILT Workshop with any of the MOC On Demand Courses Listed Below.

CODE	COURSE TITLE	PRICE (€)	CODE	COURSE TITLE	PRICE (€)
SSOD13969	Active Directory® Services with Windows Server®	645	SSOD20347	Enabling and Managing Office 365	645
SSOD10969	Active Directory® Services with Windows Server®	645	SSOD99995	First Look Clinic: Microsoft Azure	645
SSOD20764	Administering a SQL Database Infrastructure	645	SSOD10967	Fundamentals of a Windows Server® Infrastructure	645
SSOD20345-1	Administering Microsoft Exchange Server 2016	645	SSOD20742	Identity with Windows Server 2016	645
SSOD20462	Administering Microsoft® SQL Server® 2014 Databases	645	SSOD20463	Implementing a Data Warehouse with Microsoft® SQL Server® 2014	645
SSOD20696	Administering System Center Configuration Manager and Intune	645	SSOD20767	Implementing a SQL Data Warehouse	645
SSOD10972	Administering the Web Server (IIS) Role of Windows Server	645	SSOD20697-1	Implementing and Managing Windows 10	645
SSOD20411	Administering Windows Server® 2012	645	SSOD20533	Implementing Microsoft Azure Infrastructure Solutions	645
SSOD10962	Advanced Automated Administration with Windows PowerShell®	645	SSOD20740	Installation, Storage, and Compute with Windows Server 2016	645
SSOD20342	Advanced Solutions of Microsoft Exchange Server 2013	645	SSOD20698	Installing and Configuring Windows 10	645
SSOD20332	Advanced Solutions of Microsoft® SharePoint® Server 2013	645	SSOD23410	Installing and Configuring Windows Server® 2012	645
SSOD20339-2	Advanced Technologies of SharePoint 2016	645	SSOD20410	Installing and Configuring Windows Server® 2012	645
SSOD20779	Analyzing Data with Excel	645	SSOD10992	Integrating On-Premises Core Infrastructure with Microsoft Azure	645
SSOD10989	Analyzing Data with Power BI	645	SSOD10993	Integrating On-Premises Identity Infrastructure with Microsoft Azure	645
SSOD20778	Analyzing Data with Power BI	645	SSOD10985	Introduction to SQL Databases	645
SSOD10990	Analyzing Data with SQL Server Reporting Services	645	SSOD10965	IT Service Management with System Center Service Manager	645
SSOD10961	Automating Administration with Windows PowerShell®	645	SSOD10988	Managing SQL Business Intelligence Operations	645
SSOD13961	Automating Administration with Windows PowerShell®	645	SSOD40390	Microsoft Azure for AWS Experts	645
SSOD10964	Cloud & Datacenter Monitoring with System Center Operations Manager	645	SSOD10979	Microsoft Azure Fundamentals	645
SSOD99994	Cloud Computing Fundamentals	645	SSOD20741	Networking with Windows Server 2016	645
SSOD20412	Configuring Advanced Windows Server® 2012 Services	645	SSOD10987	Performance Tuning and Optimizing SQL Databases	645
SSOD20341	Core Solutions of Microsoft® Exchange Server 2013	645	SSOD20339-1	Planning and Administering SharePoint 2016	645
SSOD20331	Core Solutions of Microsoft® SharePoint® Server 2013	645	SSOD10748	Planning and Deploying System Center 2012 Configuration Manager	645
SSOD20334	Core Solutions of Skype for Business 2015	645	SSOD20398	Planning for and Managing Devices in the Enterprise: Enterprise Mobility Suite (EMS) and On-Premises Tools	645
SSOD10994	Data Analysis Fundamentals using Excel	645	SSOD20483	Programming in C#	645
SSOD99996	Demo Course: Supporting and TroubleShooting Windows 10 – Module 8	645	SSOD20480	Programming in HTML5 with JavaScript and CSS3	645
SSOD20695	Deploying Windows Desktops and Enterprise Applications	645	SSOD20765	Provisioning SQL Databases	645
SSOD20345-2	Designing and Deploying Microsoft Exchange Server 2016	645	SSOD20761	Querying Data with Transact-SQL	645
SSOD20413	Designing and Implementing a Server Infrastructure	645	SSOD20461	Querying Microsoft SQL Server® 2014	645
SSOD20532	Developing Microsoft Azure Solutions	645	SSOD20744	Securing Windows Server 2016	645
SSOD20488	Developing Microsoft SharePoint® Server 2013 Core Solutions	645	SSOD10982	Supporting and Troubleshooting Windows 10	645
SSOD20768	Developing SQL Data Models	645	SSOD10986	Updating Your Skills to SQL Server 2016	645
SSOD20762	Developing SQL Databases	645	SSOD20417	Upgrading Your Skills to MCSA Windows Server® 2012	645
			SSOD20743	Upgrading Your Skills to MCSA: Windows Server 2016	645
			SSOD40389	Windows Server® 2016 First Look Clinic	645
			SSOD41389	Windows Server® 2016 First Look Clinic	645

*All MOC On Demand Prices Excl VAT

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com

Additional MOC on Demand Course Titles added by Microsoft Frequently – Call your SureSkills Training Advisor for details.

Microsoft Technical

Microsoft® Partner
Silver Learning

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
Windows Client & Server								
SSM20409	Server Virtualisation with Microsoft Hyper-V and System Centre	5				16		
SSM20697-1	Installing and Configuring Windows 10	5			12	23	14	
SSM20697-2	Deploying and Managing Windows 10 Using Enterprise Services	5			12		14	
SSM20740	Instillation, Storage & Compute with Windows Server 2016	5	29		12		21	
SSM20741	Networking with Windows Server 2016	5		26			21	11
SSM20742	Identity with Windows Server 2016	5		5				18
SSM20743	Upgrading your Skills MCSA: Windows Server 2016	5		12		30		
Microsoft Exchange Server								
SSM20341	Core Solutions of Microsoft Exchange Server 2013	5			12		14	
SSM20342	Advanced Solutions of Microsoft Exchange Server 2013	5		19			21	
SSM20345-1	Administering Microsoft Exchange Server 2016	5	22					18
SSM20345-2	Designing and Deploying Microsoft Exchange Server 2016	5		12		30		
Microsoft SharePoint Server								
SSM20331	Core Solutions of Microsoft SharePoint Server 2013	5		12				18
SSM20332	Advanced Solutions of Microsoft SharePoint Server 2013	5			5			25
SSM55029	Introduction to SharePoint 2013 for Collaboration and Document Management	1		5				
SSM55031	SharePoint 2013 for End Users - Microsoft Official	3	24					
SSM55035	Microsoft SharePoint Server 2013 for the Site Owner/Power User	3		19				
SSM55199	SharePoint 2016 End User Training	3		19			14	
SSM55200	SharePoint 2016 Power User Training	2		22			17	
Microsoft Systems Centre								
SSM20696	Administering System Center Configuration Manager and Intune	5			Call for Dates			
SSM20409	Cloud & Data Center Monitoring with System Center Operations Manager	5						
SSM10964	Server Virtualisation with Microsoft Hyper-V and System Centre	5			Call for Dates			
Microsoft Lync Server								
SSM10961	Automating Administration with Windows PowerShell	5	29	5		16	21	11
SSM20337	Enterprise Voice and Online Services with Microsoft Lync Server 2013	5			Call for Dates			
Microsoft Azure								
SSM10978	Introduction to Azure for Developers	5			Call for Dates			
SSM10979	Microsoft Azure Fundamentals	5			Call for Dates			
SSM20487	Developing Windows Azure and Web Services	5			Call for Dates			
SSM20532	Developing Microsoft Azure Solutions	5			Call for Dates			
SSM20533	Implementing Microsoft Azure Infrastructure	5	22		5	23	21	18
Microsoft Visual Studio and .NET								
SSM20480	Programming in HTML5 with JavaScript & CSS3	5			Call for Dates			
SSM20482	Advanced Windows Store App Development using HTML5 & JavaScript	5			Call for Dates			
SSM20483	Programming in C#	5			Call for Dates			
SSM10263	Developing Windows Communications Foundation Solutions with Microsoft Visual Studio 2010	3			Call for Dates			
SSM10267	Introduction to Web Development with Visual Studio 2010	5			Call for Dates			
SSM20486	Developing ASP.NET MVC 4 Web Applications	5			Call for Dates			

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com
Call for Dates July – December 2018

Microsoft Technical

Microsoft® Partner
Silver Learning

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
Microsoft SQL Server								
SSM10985	Introduction to SQL Databases 2016	3	29			23		16
SSM10986	Updating your Skills to SQL Server 2016	3			21			16
SSM10987	Performance Tuning and Optimizing SQL Databases	4						16
SSM20461	Querying Microsoft SQL Server 2012/2014	5	22		5	16		16
SSM20462	Administering Microsoft SQL Server 2012/2014 Databases	5	29			16		16
SSM20463	Implementing a Data Warehouse with Microsoft SQL Server 2012/2014	5		26			21	16
SSM20465	Designing a Database Solution for Microsoft SQL Server 2014	5			26			16
SSM20466	Implementing a Data Models & Reports with SQL 2014	5				9		16
SSM20761	Querying Data with Transact-SQL	3		23			14	16
SSM20762	Developing SQL Databases 2016	4			14			
SSM20764	Administering a SQL Database Infrastructure	5	15			30		
SSM20767	Implementing a SQL Data Warehouse 2016	5	29			9		25
SSM20768	Developing SQL Data Models	3			14		29	
SSM20778	Analysing Data with Power BI	3			26			4
SSO500	SQL Fundamentals	1	15		12		21	
SSO501	Advanced SQL Querying	1	18	13		22		

Microsoft Excel

Excel

Excel **Introduction**	------>	Excel **Intermediate**	------>	Excel **Advanced**

<--------------------------------- Customize your Excel Training --------------------------------->

| Advanced Macros | Excel VBA | Power BI | Advanced Functions & Formulas |
| Pivot Tables | Building Dashboards | Power Pivots | Advanced Charting |

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSA5000	Excel Introduction 2007/2010	1	8	5	5	9	8	5
SSA5001	Excel Intermediate 2007/2010	1	9	6	6	10	9	6
SSA5002	Excel Advanced 2007/2010	1	10	7	7	11	10	5
SSA5004	Excel Introduction 2013	1	15	12	12	9	11	6
SSA5005	Excel Intermediate 2013	1	16	13	13	10	14	7
SSA5006	Excel Advanced 2013	1	17	14	14	16	15	12
SSA5016	Excel Introduction 2016	1	22	19	19	17	16	13
SSA5017	Excel Intermediate 2016	1	23	20	20	18	17	14
SSA5018	Excel Advanced 2016	1	24	21	21	23	18	19
SSA204	Excel VBA	2	26	23	29	24	21	20
SSA5019	Power BI for End Users	2				25	22	21

Microsoft Office 365

Office 365

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSA4006	What's New in Microsoft Office 2016	1			Call for Dates			
SSA4008	Microsoft Office 365 for End Users	1			Call for Dates			
SSM20347	Enabling & Managing Office 365	5			Call for Dates			

Book your course today! Call: 01 240 2262 or email: info@SureSkills.com

Microsoft Office

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSA4000	Word Introduction 2010	1	29	19	19	11	14	19
SSA4001	Word Intermediate 2010	1	30	20	20	9	15	20
SSA4002	Word Advanced 2010	1	31	21	21	10	16	21
SSA40010	Word Introduction 2013	1	10	26	26	16	17	26
SSA40011	Word Intermediate 2013	1	11	27	27	17	18	27
SSA40012	Word Advanced 2013	1	12	28	28	18	28	28
SSA40015	Word Introduction 2016	1	17	5	5	23	8	5
SSA40016	Word Intermediate 2016	1	18	6	6	24	9	6
SSA5000	Excel Introduction 2007/2010	1	8	5	5	9	8	5
SSA5001	Excel Intermediate 2007/2010	1	9	6	6	10	9	6
SSA5002	Excel Advanced 2007/2010	1	10	7	7	11	10	5
SSA5004	Excel Introduction 2013	1	15	12	12	9	11	6
SSA5005	Excel Intermediate 2013	1	16	13	13	10	14	7
SSA5006	Excel Advanced 2013	1	17	14	14	16	15	12
SSA5016	Excel Introduction 2016	1	22	19	19	17	16	13
SSA5017	Excel Intermediate 2016	1	23	20	20	18	17	14
SSA5018	Excel Advanced 2016	1	24	21	21	23	18	19
SSA204	Excel VBA	2	26	23	29	24	21	20
SSA5019	Power BI for End Users	2				25	22	21
SSA8000	PowerPoint Introduction 2010	1	8	5	5	26	23	29
SSA8001	PowerPoint Advanced 2010	1	9	6	6	27	24	5
SSA8002	PowerPoint Introduction 2013	1	10	7	7	9	8	6
SSA8003	PowerPoint Advanced 2013	1	11	12	12	10	9	5
SSA8004	PowerPoint Introduction 2016	1	15	13	13	11	10	6
SSA8005	PowerPoint Advanced 2016	1	16	14	14	9	11	7
SSA9000	Access Introduction 2010	2	17	19	20	10	14	12
SSA9001	Access Intermediate 2010	1	19	21	22	16	15	13
SSA9002	Access Advanced 2010	1	22	22	23	17	16	14
SSA9004	Access Introduction 2013	2	23	1	1	18	17	19
SSA9005	Access Intermediate 2013	1	25	5	5	23	18	20
SSA9006	Access Advanced 2013	1	26	6	6	24	21	21
SSA9007	Access Introduction 2016	2		12		25	22	28
SSA9008	Access Intermediate 2016	1		14		26	23	12
SSA9009	Access Advanced 2016	1		15		27	24	29
SSA002	Outlook Introduction 2013	1	29	26	26	18	18	28
SSA003	Outlook Advanced 2013	1	30	27	27	23	23	5
SSA004	Outlook Introduction 2016	1	29	26	26	24	24	6
SSA005	Outlook Advanced 2016	1	30	27	27	25	25	7
SSA824	Project Introduction 2010	2			Call for Dates			
SSA825	Project Advanced 2010	1			Call for Dates			
SSA828	Project Introduction 2013	2		26		Call for Dates		
SSA829	Project Advanced 2013	1		28		Call for Dates		
SSA832	Project Introdution 2016	2		26		9	28	18
SSA810	Visio Introduction 2010	1			Call for Dates			
SSA812	Visio Advanced 2010	1			Call for Dates			
SSA813	Visio Introduction 2013	1	11		22	9	14	22
SSA814	Visio Advanced 2013	1	12		23	10	15	25
SSA815	Visio Introduction 2016	1	11		22	16	16	26
SSA816	Visio Advanced 2016	1	12		23	17	17	27
SSA803	Publisher Introduction 2013	1		Call for Dates		26		
SSA804	Publisher Advanced 2013	1		Call for Dates		27		

SureSkills offer all the Microsoft Applications courses in 2007/2010/2013/2016 & Office 365 versions

Business & Professional Development
In Association with Performance Partners Ltd.

Authorized Partner
EVERYTHING **DiSC**
A Wiley Brand

Authorized Partner
THE FIVE BEHAVIORS
OF A COHESIVE TEAM™

Making organizational and personal development training engaging, practical, relevant, and enjoyable has been a feature of SureSkills business skills service for 15 years.

Our leadership, team, and soft skills training has consistently helped individuals and organizations to improve their organizational performance.

Our NEW business skills range now brings a development opportunity for people to hone their leadership, management, decision-making and commercial acumen in a manner that will positively impact on their skills, capability & effectiveness in key role(s).

In addition to individual skill and behavioural development, we offer a range of team development workshops that bring energy, alignment and cohesiveness to team relationships, and to the team's performance.

Our approaches now include flexibility with regard to learning to include:

- Digital learning support
- Online assessment and survey (fact-based) content
- New interactive formats working on your team's issues.
- Further blended and just-in-time learning opportunities
- Webinar-based live delivery or combined classroom and virtual mini-workshops
- Online supportive content

Building a **strong** team is both possible and remarkably simple

THE FIVE
BEHAVIORS
OF A COHESIVE
TEAM™

Patrick Lencioni
BASED ON THE NEW YORK TIMES BEST-SELLING BOOK
The Five Dysfunctions of a Team

WILEY

Building Trust
Embracing Accountability
Mastering Conflict
Focusing on Results
Achieving Commitment

CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUN
SSBS001	Effective Communication Skills	1	24	14	29			27
SSBS002	Professional Presentation Skills and Personal Branding	2	23	26		4		
SSBS003	Time Management	1		19			8	
SSBS004	Achieving Assertiveness	1	29	28		27		
SSBS006	Working Successfully Within Teams	1			2			8
SSBS007	Business Writing Skills	1			2			
SSBS037	Influencing & Negotiation Skills	1			28			
SSBS013	Interview Skills for Interviewers	1	10	12	5			
SSBS017	Personal Selling Skills	1			Call for Dates			
SSBS023	Inside Sales Training	1			Call for Dates			
SSBS044	Finance for Non Financial Managers	2			1			

Digital Marketing

SureSkills offer public scheduled and tailored programmes depending on the client's requirements

Our most popular programme, the SureSkills Diploma in Digital Marketing course is aimed at anyone looking to understand the key elements of building an effective digital marketing campaign. During the course you will cover best practice methods and analyze case studies throughout. This practical, hands-on course will provide you with a complete overview of all of the core channels and how they fit together in order to enable you to plan and deliver a successful digital and social media marketing campaign, applicable for both B2B and B2C businesses.
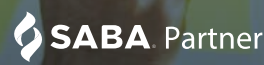
What will be covered?

Introduction to Digital Marketing, Search Engine Optimisation (SEO), Pay Per Click (PPC), inbound Marketing, Google Analytics, Email Marketing, Social Media Planning, Facebook & Twitter for Business, Online Video & LinkedIn for Business, Emerging Platforms & Blogging, Online Display Advertising, Mobile Marketing, Affiliate Marketing, E-commerce, Planning a Digital Marketing Strategy.

DIGITAL MARKETING

Why Digital Marketing?

- One of the world's fastest growing industries
- Affects the majority of consumers' purchase decisions
- A consistently high demand for digital marketing roles
- Constant need to learn due to a changing landscape

SureSkills empowers organizations to advance their world, their people and their goals through the power of technology and learning

Strategic Partners:

amazon web services | Partner Network — AUTHORIZED TRAINING PARTNER

AXELOS GLOBAL BEST PRACTICE — STRATEGIC PARTNER

bcs The Chartered Institute for IT

COMMVAULT

DELL PartnerDirect Preferred

EVERYTHING DiSC MANAGEMENT

ilm Institute of Leadership & Management

ITIL TRAINING ORGANIZATION ACCREDITED BY PEOPLECERT

Microsoft Partner Learning

PRINCE2 TRAINING ORGANIZATION ACCREDITED BY PEOPLECERT

SABA Partner

vmware PARTNER — PREMIER AUTHORIZED TRAINING CENTER

TRAINING & CERTIFICATION
SURESKILLS™