

Ireland's Most Comprehensive Training Schedule January 2012 - June 2012

# SureSkills - Enabling Performance



**Dublin 01 240 2262**

**Email: [info@sureskills.com](mailto:info@sureskills.com)**



[www.sureskills.com](http://www.sureskills.com)

CODE	COURSE TITLE	DAYS	FEB	MAR	APR	MAY	JUNE	JULY	AUG
<b>VMware Virtualisation</b>									
<b>Infrastructure Virtualisation</b>									
SSV039	VMware vSphere 5: What's new in vSphere	2	6	5	2 & 30		7	5	
SSV040	VMware vSphere 5: Install, Configure & Manage	5	13	12	16	14	11	9	6
SSV041	VMware vSphere 5: Fast Track	5	20		23		18		13
SSV042	VMware vSphere 5: Design Workshop	3	29			2	27		22
SSV036	VMware vSphere Automation FastTrack	4	CALL FOR DATES						
SSV026	VMware vSphere 4: Troubleshooting	4		20			11		
SSV027	VMware vSphere 4: Manage for Performance	3		7					
SSV035	VMware vSphere: Automation with vSphere PowerCLI	2			11				
SSV037	VMware vCloud: Architecting the VMware Cloud	3	8		4			2	
<b>Desktop Virtualisation</b>									
SSV030	VMware View: Design	1	CALL FOR DATES						
SSV031	VMware View 5: Install Configure & Manage	4		26					
SSV038	VMware View 4.5: Desktop Fast Track	5	CALL FOR DATES						
<b>Business Continuity</b>									
SSV025	vSphere 4: Manage Availability	1	CALL FOR DATES						
SSV028	Site Recovery Manager	2			12				
SSV029	VMware vSphere 4: Skills for Operators	2	27						
SSV032	VMware vSphere 4: Manage Scalability	1		30					
<b>Microsoft Virtualisation</b>									
SSV6422	Implementing and Managing Windows Server 2008 Hyper-V	3	CALL FOR DATES						
<b>CISCO</b>									
CI-BGP	Configuring BGP on Cisco Routers	5	13			14			
CI-CAPPS 8	Integrating Cisco Unified Communications Applications	5	CALL FOR DATES						
CI-CIPT1 8	Implementing Cisco Unified Communications Manager, Part 1	5	13			14			
CI-CIPT2 8	Implementing Cisco Unified Communications Manager, Part 2	5	27			28			
CI-CVOICE 8	Implementing Cisco Unified Communications Voice over IP and QoS	5	CALL FOR DATES						
CI-CWLAT	Cisco Wireless LAN Advanced Topics	4	CALL FOR DATES						
CI-FIREWALL	Deploying Cisco ASA Firewall Features	5	CALL FOR DATES						
CI-ICND1	Interconnecting Cisco Network Devices part 1	5		26		28			
CI-ICND2	Interconnecting Cisco Network Devices Part 2	5	13		16		11		
CI-ICOMM 8	Introducing Cisco Voice and Unified Communications Administration	5	CALL FOR DATES						
CI-QOS	Implementing Cisco Quality of Service	5	CALL FOR DATES						
CI-ROUTE	Implementing Cisco IP Routing	5	CALL FOR DATES						
CI-SECURE	Securing Networks with Cisco Routers and Switches	5	CALL FOR DATES						
CI-SWITCH	Implementing Cisco IP Switched Networks	5	13		16		11		
CI-TSHOOT	Troubleshooting and Maintaining Cisco IP Networks	5	CALL FOR DATES						
CI-TVOICE 8	Troubleshooting Cisco Unified Communications	5	CALL FOR DATES						
CI-VPN	Deploying Cisco ASA VPN Solutions	5	CALL FOR DATES						
FL-CCNAB	CCNA Bootcamp	5		26		28			
<b>Citrix</b>									
SS0124	Basic Administration for Citrix XenApp 6.5	5	CALL FOR DATES						
SS0120	Citrix Presentation Server 5 Administration	5	CALL FOR DATES						
SS0121	Citrix - Implementing Citrix XenApp 5.0 for Windows Server 2008	5	CALL FOR DATES						
SS0122	Implementing Citrix XenApp 5.0 for Windows Server 2008 Skills	3	CALL FOR DATES						
<b>Commvault</b>									
SSC004	CommVault 9 Administration	3		12		9			
<b>Microsoft Technical Training</b>									
<b>Windows 7</b>									
SSM50311	Updating Your Technology Skills from Windows XP to Windows 7	3	CALL FOR DATES						
SSM50331	Windows 7, Enterprise Desktop Support Technician	5	CALL FOR DATES						
SSM6292	Installing & Configuring Windows 7 Client	3	22		10		6		
SSM6293	Troubleshooting and Supporting Windows 7 in the Enterprise	3	27		23		18		
SSM6294	Planning & Managing Windows 7 Desktop Deployments & Environments	5	6			25		16	



CODE	COURSE TITLE	DAYS	FEB	MAR	APR	MAY	JUNE	JULY	AUG
<b>Microsoft Server Systems</b>									
<b>Windows Server 2008</b>									
SSM6419	Configuring, Managing and Maintaining Windows Server 2008 Servers	5	6		2	28		9	
SSM6421	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure		5	2		23		18	13
SSM6416	Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008			5		CALL FOR DATES			
SSM6418	Deploying Windows Server 2008	3	CALL FOR DATES						
SSM6425	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5		20		16		11	6
SSM6428	Configuring and Troubleshooting Windows Server 2008 Terminal Services	2	CALL FOR DATES						
SSM6436	Designing a Windows Server 2008 Active Directory Infrastructure and Services	5	CALL FOR DATES						
SSM6437	Designing a Windows Server 2008 Applications Infrastructure	3	CALL FOR DATES						
SSM6417	Updating your Application Platform Technology Skills to Windows Server 2008	3	CALL FOR DATES						
SSM6420	Fundamentals of Windows Server 2008 Network & Applications Infrastructure	5	CALL FOR DATES						
SSM6430	Planning and Administering Windows Server 2008 Servers	3		12			6		
SSM6431	Managing and Maintaining Windows Server 2008 Network Infrastructure Servers		2		CALL FOR DATES				
SSM6435	Designing a Windows Server 2008 Network Infrastructure	5			30			2	

SureSkills also delivers Windows XP, Server 2003 and Vista courses

<b>Microsoft System Centre</b>									
SSM6451	Planning, Deploying, and Managing Microsoft System Center Configuration Manager 2007	5		30	CALL FOR DATES				
SSM50028	Installing and Configuring Microsoft Systems Centre Operations Manager 2007	5	CALL FOR DATES						
<b>Microsoft SharePoint</b>									
SSM5061	Implementing Microsoft Office SharePoint 2007	3	CALL FOR DATES						
SSM10174	Configuring & Administering Microsoft SharePoint 2010	5		5	30		25		
SSM10175	SharePoint 2010 Application Development	5			16			16	
SS0910	SharePoint 2007 Design and Implementation	3	CALL FOR DATES						
SS0914	SharePoint 2010 Design and Implementation	4		20		1 & 29			
SS0222	SharePoint 2007 for End Users	1	CALL FOR DATES						
SS0224	SharePoint 2010 for End Users	1	CALL FOR DATES						
SS0915	SharePoint 2010 for Power Users	1		30		11	8		
<b>Microsoft Exchange Server</b>									
SSM10135	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	5	13		23		11		13
SSM5047	Introduction to Installing and Managing Microsoft Exchange Server 2007	3	CALL FOR DATES						
SSM5051	Monitoring and Troubleshooting Exchange 2007	2	CALL FOR DATES						
SSM2400	Implementing & Managing Microsoft Exchange Server 2003	5	CALL FOR DATES						
SSM10533	Deploying, Configuring, and Administering Microsoft Lync Server 2010	5		12			11		
SSM10534	Planning and Designing a Microsoft Lync Server 2010 Solution	5	13			14			
SSM10325	Automating Administration with Windows PowerShell 2.0				23				
<b>Databases</b>									
<b>Generic SQL</b>									
SS0500	SQL Fundamentals	1	6		2	28		23	
SS0501	Advanced SQL Querying	1	7		3	29		24	
<b>Microsoft SQL</b>									
SSM6158	Updating SQL Server 2005 Skills to SQL Server 2008	3	CALL FOR DATES						
SSM6231	Maintaining a Microsoft SQL Server 2008 Database	5		12			18		
SSM6232	Implementing a Microsoft SQL Server 2008 Database	5	13			14			6
<b>Software Development</b>									
<b>.NET</b>									
SSM2310	Developing Microsoft ASP .NET Web Applications using Visual Studio 2008	5	CALL FOR DATES						
SSM6460	Visual Studio 2008: Windows Presentation Foundation	3	CALL FOR DATES						
SSM6461	Visual Studio 2008: Windows Communication Foundation	3	CALL FOR DATES						
<b>Software Testing</b>									
SSD017	ISEB/ISTQB Foundation Certificate in Software Testing	3	CALL FOR DATES						
<b>Business Analysis</b>									
SSI031	ISEB Foundation Certificate in Business Analysis	4			17				
SSD023	ISEB Diploma in Business Analysis	12	CALL FOR DATES						

SureSkills offer a full range of Software Development and Testing Courses- Please call 01 240 2262

CODE	COURSE TITLE	DAYS	FEB	MAR	APR	MAY	JUNE	JULY	AUG
<b>Best Practice Methodologies</b>									
<b>Service Management (ITIL)</b>									
SSI001	ITIL Awareness	1			CALL FOR DATES				
SSI002	ITIL Foundation	3	13	12	16	14	11		
SSI019	ITIL Service LifeCycle Modules- 1 day kick off/ 2 days per module								
SSI017	ITIL Service Capability Modules				CALL FOR DATES				
SSI024	ITIL v3 Managing Across The LifeCycle	5			CALL FOR DATES				
SSI032	Six Sigma - White Belt	1			CALL FOR DATES				
SSI033	Six Sigma - Yellow Belt	3			CALL FOR DATES				
SSI034	Six Sigma - Green Belt	5			CALL FOR DATES				
SSI035	Six Sigma - Black Belt	5			CALL FOR DATES				

SureSkills offer a full range of ITIL Service Management Training Programmes - Please call 01 240 2262

<b>Project Management</b>									
SSA831	Project Management Techniques	1			CALL FOR DATES				
<b>PRINCE2</b>									
SSZ940	PRINCE2: Re-Registration	2			CALL FOR DATES				
SSZ941	PRINCE2: Foundation	3	20	12	2, 23	14	11		
SSZ942	PRINCE2: Practitioner	2	2, 23	15	5, 26	17	14		

PRINCE2: Foundation and Practitioner courses run consecutively and can be booked as a 5 day programme

<b>Microsoft Project</b>									
SSA820	Microsoft Project Introduction	2		12		14		9	
SSA821	Microsoft Project Advanced	1		CALL FOR DATES					
<b>Visio</b>									
SSA810	Visio Introduction	1		30		25		13	
SSA812	Visio Advanced	1		CALL FOR DATES					
<b>UNIX/LINUX</b>									
SS0502	UNIX/Linux User Fundamentals	2		CALL FOR DATES					
SS0503	Unix Advanced	5		CALL FOR DATES					

<b>MICROSOFT APPLICATIONS</b>									
SSA100	Word Introduction	1	1	6,30	30	28		2	1
SSA101	Word Intermediate	1	6	7	2	1	5	3	8
SSA102	Word Advanced	1	15	16	11	11	8	12	7
SSA200	Excel Introduction	1	20	21	16	14	18	16	20
SSA201	Excel Intermediate	1	28	28	24	22	26	24	28
SSA202	Excel Advanced	1	15	9	6	4	1	6	7
SSA300	PowerPoint Introduction	1	16	15	12	17	14	12	16
SSA302	PowerPoint Advanced	1	17	16	13	18	15	28	17
SSA400	Access Introduction	2		1	2	10	11	9	6
SSA401	Access Advanced	2		15	19	25	28	27	24
SSA500	Outlook Introduction	1	29	28	25	23	20	18	15
SSA501	Outlook Advanced	1	1		6	30	29	27	24
SSA800	Publisher Introduction	1		CALL FOR DATES					
SSA840	FrontPage Introduction	1		CALL FOR DATES					
SSA903	What's New in Microsoft Office 2007	1		CALL FOR DATES					
SSA4006	What's New in Microsoft Office 2010	1		CALL FOR DATES					
SSA957	InfoPath Introduction	2		CALL FOR DATES					
SSA958	InfoPath Advanced	2		CALL FOR DATES					

SureSkills offer all the Microsoft Applications courses in 2003/2007 and 2010 versions - Please call 01 240 2262

SureSkills offer a full range of Microsoft Office Specialist and Microsoft Business Certification for Exam Preparation - Please call 01 240 2262

# Course Schedule February 2012 - July 2012

Tel: 01 240 2262 Email: info@sureskills.com Web: www.sureskills.com

CODE ECDL	COURSE TITLE	DAYS	FEB	MAR	APR	MAY	JUNE	JULY	AUG
SSA608	ECDL Introduction and Advanced		CALL FOR DATES						
<b>CRYSTAL REPORTS</b>									
SS0008	Crystal Reports Introduction	2	CALL FOR DATES						
SS0009	Crystal Reports Advanced	2	CALL FOR DATES						
<b>DESKTOP PUBLISHING AND CREATIVE DESIGN</b>									
SS0013	Adobe Acrobat Editor	1	CALL FOR DATES						
SS0015	Adobe Photoshop Introduction	2	CALL FOR DATES						
SS0016	Adobe Acrobat	2	CALL FOR DATES						
SS0017	Adobe Illustrator	2	CALL FOR DATES						
SS0223	Adobe Flash	2	CALL FOR DATES						
<b>Personal &amp; Professional Effectiveness for the Workplace</b>									
SSBS001	Effective Communication Skills	1			30	25		26	
SSBS002	Presentation Skills & Personal Branding	2		29		14		6	
SSBS003	Time Management	1				25		20	
SSBS004	Achieving Assertiveness	1			13	7		19	
SSBS005	Managing Meetings & Minute Taking	1				24			
SSBS006	Working Successfully within Teams	1				1			
SSBS007	Business Writing Skills	1			25		27		8
SSBS074	Report Writing	1		26			14		
<b>HR, Training &amp; Recruitment Programmes</b>									
SSBS011	Diversity & Equality Awareness	1			16		8		
SSBS012	Recruitment & Selection Skills	1				17		16	
SSBS013	Interview Skills for Interviewers	1			17		11		
SSBS014	Training Needs Analysis	1						17	
SSBS016	Return on Investment on Training (ROI)	1						18	
SSBS015	Train The Trainer (TTT)	2							
SSBS080	FETAC Level 6 - Train The Trainer (TTT)		1		3	2	6		1
<b>Leadership &amp; Management Programmes</b>									
SSBS020	Performance Management & Staff Appraisals	2						2,3	
SSBS021	Coaching Skills For Managers	1							8,9
SSBS022	Leading & Motivating Teams	1	2			30			13
SSBS025	Managing People Effectively	1			23		14		27
SSBS026	Mentoring & Business Coaching For Success	2							28
SSBS027	Managing Change Successfully	2					12		1
<b>Sales &amp; Marketing Programmes</b>									
SSBS031	Sales Management	1				16		19	
SSBS032	Managing & Maximising Your Key Accounts	1				17		20	
SSBS035	Effective Customer Care as A Winning Strategy	1			18	9		11	
SSBS036	Cold Calling & Appointment Making	1			19			12	
SSBS037	Influencing & Negotiation Skills	1	7			8		18	
SSBS039	Telephone Techniques for Successful Selling	1			CALL FOR DATES				
SSBS096	FETAC Level 6 - Consultative Selling		14			15			7
<b>Finance &amp; Financial Awareness Training Programmes</b>									
SSBS040	Managing Cashflow	1						4	
SSBS041	Understanding P&L & Balance Sheets	1						5	
SSBS043	Sales & Financial Forecasting	1						6	
SSBS044	FETAC Level 6 - Finance for Non Financial Managers	2				30			
<b>Online &amp; Digital Marketing Programmes</b>									
Online & Digital Marketing Programme (1 Week Bootcamp)					CALL FOR DATES				
SSBS050	FETAC Level 5 - Online & Digital Marketing(12 Week Programme)		29			16			22
SSBS052	Introduction to SEO (Search Engine Optimisation)	1		20				18	
SSBS053	Pay Per Click Campaigns (PPC)	1		28					
SSBS054	Introduction to Google Analytics	1			12				
SSBS055	Google Ad words & Google Ad Sense	1							
SSBS085	Email Marketing Workshop	0.5		21				30	
SSBS095	Social Media Training	1	9		17		29		24
<b>Outplacement &amp; Career Management Services</b>									
SSBS060	Coming to Terms with Redundancy	1					12		1
SSBS061	Setting Goals & Achieving them	1						13	
SSBS062	Writing & Preparing Your CV	1			17		29		24
SSBS063	Job Analysis & Career Development	1			CALL FOR DATES				
SSBS064	Interview Skills & Preparing for Job Offers	1			CALL FOR DATES				
SSBS065	Online Psychometric Testing	1			NO DATES FOR ONLINE COURSES				
<b>Environmental, Health &amp; Safety Training Programmes</b>									
SSBS090	Manual Handling	0.5			CALL FOR DATES				
SSBS091	HACCP Training	0.5			CALL FOR DATES				



## eLearning Resources

SureSkills is a performance improvement specialist with 18 years of experience in developing and delivering training. Our courses cover subjects ranging from personal computer use to networking in an enterprise environment.

By teaming with eLearning solutions specialist Thirdforce, SureSkills will help you maximise your training budget and meet corporate skills objectives.

For a **FREE TRIAL** with no obligations, please telephone **00353 1 240 2262** or visit **www.sureskills.com**

- eLearning Free Trial
- eLearning Resources Options
- eLearning Courses Overview
- eLearning FAQ
- Benefits of eLearning from SureSkills, MindLeaders and Thirdforce

## Business and Management Skills

Our advanced training and guidance has consistently improved organisational performance, enabling people to develop their business skills, management decision-making and commercial acumen.

Our pragmatic approach creates immediate and sustainable benefits for organisations in both the public and private sectors.

Our tailored training programmes are designed around your organisation's needs and business objectives.

We like to engage participants and make training practical, relevant and fun, enabling your team to apply new skills and knowledge as soon as they return to work.

Our fields of expertise in this area include:

- HR, Training & Recruitment
- Finance & Financial Awareness
- Online, Internet & Digital Marketing Programmes
- Personal & Professional Effectiveness
- Leadership & Management
- Sales & Marketing Programmes
- Project Management Programmes
- eLearning Resources
- Outplacement & Career Services
- ILM Programmes



**SureSkills Ireland**, 14 Fitzwilliam Place, Dublin 2, Ireland.  
Tel: +353 1 240 2262 Fax: +353 1 240 2233  
Email: info@sureskills.com Web: www.sureskills.com

**SureSkills NI**, 58-60 Upper Arthur Street, Belfast BT1 4GJ, Northern Ireland.  
Tel: +44 28 9093 5555 Fax: +44 28 9093 5566  
Email: niinfo@sureskills.com Web: www.sureskills.com

**SureSkills Inc. USA**, 7000 N. Mopac Expressway, Suite 200, Austin, TX 78731, USA  
Tel: +1 512 238 3098  
Email: info@sureskills.com Web: www.sureskills.com