

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

# SureSkills - Enabling Performance



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**SURESKILLS**

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

# Course Schedule January 2012 - June 2012

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CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUNE
<b>VMware Virtualisation</b>								
<b>Infrastructure Virtualisation</b>								
SSV039	What's new in vSphere	2	16		22			
SSV040	VMware vSphere 5: Install, Configure & Manage	5	30		26			25
SSV036	VMware vSphere Automation FastTrack	5		20		16	21	
SSV026	VMware vSphere 4: Troubleshooting	4			CALL FOR DATES			
SSV027	VMware vSphere 4: Manage for Performance	3			CALL FOR DATES			
SSV037	VMware vCloud: Architecting the VMware Cloud	5						
<b>Desktop Virtualisation</b>								
SSV030	VMware View: Design	1			CALL FOR DATES			
SSV031	VMware View: Install Configure & Manage	3			CALL FOR DATES			
<b>Business Continuity</b>								
SSV025	vSphere : Manage Availability	1			CALL FOR DATES			
<b>Microsoft Virtualisation</b>								
SSV6422	Implementing and Managing Windows Server 2008 Hyper-V	3			CALL FOR DATES			
SSM6331	Deploying & Managing System Centre Virtual Machine Management 2008	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	30		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	30		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			
CSX203	Citrix XenServer 5 Administration	5			CALL FOR DATES			
CSX202	Citrix XenServer 6.0 Administration	5			CALL FOR DATES			
<b>Commvault</b>								
SSC004	CommVault 9 Administration	3	25		28			6
<b>Microsoft Technical Training</b>								
<b>Windows 7</b>								
SSM50311	Updating Your Technology Skills from Windows XP to Windows 7	3	16		21		28	
SSM50331	Windows 7, Enterprise Desktop Support Technician	5			CALL FOR DATES			
SSM6292	Installing & Configuring Windows 7 Client	3	16		21		28	
SSM6293	Troubleshooting and Supporting Windows 7 in the Enterprise	3			CALL FOR DATES			
SSM6294	Planning & Managing Windows 7 Desktop Deployments & Environments	5		6		16		25

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<b>Microsoft Server Systems</b>								
<b>Windows Server 2008</b>								
SSM6419	Configuring, Managing and Maintaining Windows Server 2008 Servers	5		6		16		25
SSM6421	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5		13	CALL FOR DATES			
SSM6416	Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	5	23		26	21		
SSM6418	Deploying Windows Server 2008	3	4		21		9	
SSM6425	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5			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			CALL FOR DATES			
SSM6431	Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	2			CALL FOR DATES			
SSM6435	Designing a Windows Server 2008 Network Infrastructure	5						
<b>SureSkills also delivers Windows XP, Server 2003, Vista and Windows 7 courses</b>								
<b>Microsoft System Centre</b>								
SSM6451	Planning, Deploying, and Managing Microsoft System Centre Configuration Manager 2007	5	9		12		21	
SSM50028	Installing and Configuring Microsoft Systems Centre Operations Manager 2007	5	9		12		28	
<b>Microsoft SharePoint</b>								
SSM5061	Implementing Microsoft Office SharePoint 2007	3			CALL FOR DATES			
SSM10174	Configuring & Administering Microsoft SharePoint 2010	5			CALL FOR DATES			
SSM10175	SharePoint 2010 Application Development	5			CALL FOR DATES			
SS0910	SharePoint 2007 Design and Implementation	3	24		14	17	22	26
SS0914	SharePoint 2010 Design and Implementation	4	24		13	17	22	26
SS0222	SharePoint 2007 for End Users	1	19		22		24	
SS0224	SharePoint 2010 for End Users	1	19		22		24	
SS0915	SharePoint 2010 for Power Users	1		7		10		
<b>Microsoft Exchange Server</b>								
SSM10135	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	5	9		12		21	
SSM5047	Introduction to Installing and Managing Microsoft Exchange Server 2007	3			CALL FOR DATES			
SSM5051	Monitoring and Troubleshooting Exchange 2007	2			CALL FOR DATES			
SSM10533	Deploying, Configuring, and Administering Microsoft Lync Server 2010	5	9		26		14	
SSM10534	Planning and Designing a Microsoft Lync Server 2010 Solution	5	30		26	16	21	
SSM10325	Automating Administration with Windows PowerShell 2.0							
<b>Databases</b>								
<b>Generic SQL</b>								
SS0500	SQL Fundamentals	1	12		8		10	
SS0501	Advanced SQL Querying	1	13		9		11	
<b>Microsoft SQL</b>								
SSM6158	Updating SQL Server 2005 Skills to SQL Server 2008	3	11		14		23	
SSM6231	Maintaining a Microsoft SQL Server 2008 Database	5	9		26		21	
SSM6232	Implementing a Microsoft SQL Server 2008 Database	5			CALL FOR DATES			
<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			CALL FOR DATES			
SSD023	ISEB Diploma in Business Analysis	12			CALL FOR DATES			

**SureSkills offer a full range of Software Development and Testing Courses- Please call 028 9093 5565**

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CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUNE
<b>Best Practice Methodologies</b>								
<b>Service Management (ITIL)</b>								
SSI001	ITIL Awareness	1			CALL FOR DATES			
SSI002	ITIL Foundation	3	9	27			21	
SSI019	ITIL Service LifeCycle Modules- 1 day kick off/ 2 days per module				CALL FOR DATES			
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			
<b>SureSkills offer a full range of ITIL Service Management Training Programmes - Please call 028 9093 5565</b>								
<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		6	5	23	28	
SSZ942	PRINCE2: Practitioner	2		9	8	26	31	
<b>PRINCE2: Foundation and Practitioner courses run consecutively and can be booked as a 5 day programme</b>								
<b>Microsoft Project</b>								
SSA820	Microsoft Project Introduction	2	11	15		2		6
SSA821	Microsoft Project Advanced	1	13	12		4		8
<b>Visio</b>								
SSA810	Visio Introduction	1	12	16		3		7
SSA812	Visio Advanced	1	13	17		4		8
<b>UNIX/LINUX</b>								
SSO502	UNIX/Linux User Fundamentals	2			CALL FOR DATES			
SSO503	UNIX/Linux System Administration	5			CALL FOR DATES			
<b>Microsoft Applications</b>								
SSA100	Word Introduction	1	9	13	12	11	8	6
SSA101	Word Intermediate	1	10	14	13	12	9	7
SSA102	Word Advanced	1	11	15	14	13	10	8
SSA200	Excel Introduction	1	16	20	20	18	21	18
SSA201	Excel Intermediate	1	17	21	21	19	22	19
SSA202	Excel Advanced	1	18	22	22	20	23	20
SSA300	PowerPoint Introduction	1	9	13	12	11	8	6
SSA302	PowerPoint Advanced	1	10	14	13	12	9	7
SSA400	Access Introduction	2	23	27	26	23	28	25
SSA401	Access Advanced	2	25	29	28	25	30	28
SSA500	Outlook Introduction	1	16	20	22	19	24	21
SSA501	Outlook Advanced	1	17	21	23	20	25	22
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	30	29	30	22	31	28
SSA957	InfoPath Introduction	2	23	27	26	23	28	25
SSA958	InfoPath Advanced	2	25	29	28	25	30	27

**SureSkills offer all the Microsoft Applications courses in 2003/2007 and 2010 versions- Please call 028 9093 5565**

**SureSkills offer a full range of Microsoft Office Specialist and Microsoft Business Certification for Exam Preparation- Please call 028 9093 5565**

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CODE	COURSE TITLE	DAYS	JAN	FEB	MAR	APR	MAY	JUNE
<b>ECDL</b>								
SSA608	ECDL Introduction and Advanced				CALL FOR DATES			
<b>Crystal Reports</b>								
SS0008	Crystal Reports Introduction	2	23	27	26	23	28	25
SS0009	Crystal Reports Advanced	2	25	29	28	25	30	27
<b>Desktop Publishing &amp; 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	23	20	20	19	22	19
SSBS002	Presentation Skills & Personal Branding	2	24	21	21	17	22	19
SSBS003	Time Management	1	26	23	23	25	30	27
SSBS004	Achieving Assertiveness	1	27	24	23	25	30	27
SSBS005	Managing Meetings & Minute Taking	1	16	20	20	27	25	22
SSBS006	Working Successfully within Teams	1	17	21	21	25	30	27
SSBS007	Business Writing Skills	1	17	21	21	27	25	22
SSBS008	Introduction to NLP (Neuro Linguistic Programming)	1			CALL FOR DATES			
SSBS038	Front of Office/Reception Skills	1	19	23	23	25	30	27
SSBS074	Report Writing	1	20	24	23	27	25	22
<b>HR, Training &amp; Recruitment Programmes</b>								
SSBS011	Diversity & Equality Awareness	1	19	23	23	17	22	19
SSBS012	Recruitment & Selection Skills	1	20	20	20	25	30	27
SSBS013	Interview Skills for Interviewers	1	17		21		22	
SSBS014	Training Needs Analysis	1			CALL FOR DATES			
SSBS016	Return on Investment on Training (ROI)	1			CALL FOR DATES			
SSBS015	Train The Trainer (TTT)	2			CALL FOR DATES			
<b>Leadership &amp; Management Programmes</b>								
SSBS020	Performance Management & Staff Appraisals	2			CALL FOR DATES			
SSBS021	Coaching Skills For Managers	1			CALL FOR DATES			
SSBS022	Leading & Motivating Teams	1		13	13		10	
SSBS023	Emotional Intelligence (EI)	1			CALL FOR DATES			
SSBS025	Managing People Effectively	1		20	20		25	29
SSBS026	Mentoring & Business Coaching For Success	2			CALL FOR DATES			
SSBS027	Managing Change Successfully	2			CALL FOR DATES			
<b>Sales &amp; Marketing Programmes</b>								
SSBS030	Pipeline & Prospect Management	1		24				
SSBS031	Sales Management	1			6		25	
SSBS032	Managing & Maximising Your Key Accounts	1			CALL FOR DATES			
SSBS034	How to Submit that Winning Tender	1			CALL FOR DATES			
SSBS035	Effective Customer Care as A Winning Strategy	1		14	6			
SSBS036	Cold Calling & Appointment Making	1		23		17		
SSBS037	Influencing & Negotiation Skills	1		20		17		
SSBS039	Telephone Techniques for Successful Selling	1			CALL FOR DATES			
<b>Finance &amp; Financial Awareness Training Programmes</b>								
SSBS040	Managing Cashflow	1			CALL FOR DATES			
SSBS041	Understanding P&L & Balance Sheets	1			CALL FOR DATES			
SSBS042	Creating & Managing Budgets	1			CALL FOR DATES			
SSBS043	Sales & Financial Forecasting	1			CALL FOR DATES			
SSBS044	Finance for Non Financial Managers	2		13	11	20	25	28
<b>Online &amp; Digital Marketing Programmes</b>								
	Online & Digital Marketing Programme (1 Week Bootcamp)			6				
SSBS050	Online & Digital Marketing Programme (12 Week Programme)	12	31					
SSBS052	Introduction to SEO (Search Engine Optimisation)	1			CALL FOR DATES			
SSBS053	Pay Per Click Campaigns (PPC)	1			CALL FOR DATES			
SSBS054	Introduction to Google Analytics	1			CALL FOR DATES			
SSBS055	Google Ad words & Google Ad Sense	1			CALL FOR DATES			
SSBS058	Social Media for Business	1	23		26	30		25
<b>Outplacement &amp; Career Management Services</b>								
SSBS060	Coming to Terms with Redundancy	1			CALL FOR DATES			
SSBS061	Setting Goals & Achieving them	1			CALL FOR DATES			
SSBS062	Writing & Preparing Your CV	1			CALL FOR DATES			
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			CALL FOR DATES			
<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](http://www.sureskills.com)**

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- 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



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