



TRAINING & CERTIFICATION
SURESKILLS™



Flexible & Accessible

At Your Offices

Attend Virtually

Tailored Training

Locally Staffed Offices

Training Course Listings January - June 2025



Satisfied Customers



Your Training & Certification Team



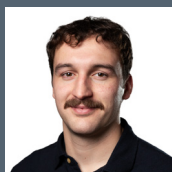
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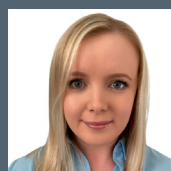
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Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSZP1001 PRINCE2® 7th Edition Foundation	3	20	10	24	7, 28		16
SSZP1002 PRINCE2® 7th Edition Practitioner	2	23	13	27	10	1	19
SSZ999 PRINCE2® Agile Practitioner	3		17			12	

Upgrade to PRINCE2 7th Edition for a better, more efficient project management experience!

Introducing PRINCE2 7th Edition – the latest and improved version of the world’s leading project management method! This update brings best practices to a whole new level, aligning with the demands of the digital age. By incorporating the latest processes, tools, and technologies, PRINCE2 7th Edition ensures that managing successful projects remains at the forefront of efficiency and your certification remains relevant and valuable.

What’s different in PRINCE2 7th Edition?

- **People Management Focus:** Recognizing the pivotal role of human capital in project success, PRINCE2 7th Edition emphasizes people management as a central focus.
- **Enhanced Flexibility:** Customization is key! PRINCE2 7th Edition allows for greater flexibility, adapting to the unique requirements of each project across various sectors.
- **Digital and Data Management:** In the digital era, staying up-to-date is crucial. PRINCE2 7th Edition equips you with the latest tools for effective digital and data management.
- **Sustainability Integration:** Align your projects with environmental and social responsibility goals. PRINCE2 7th Edition now incorporates sustainability into project performance.
- **Compatibility with Agile, Lean, and ITIL®:** Enhance overall project performance by seamlessly integrating with Agile, Lean, and ITIL® methodologies.
- **Accessibility for All Professionals:** Whether you’re an aspiring or experienced project manager, PRINCE2 7th Edition is designed for you. It uses simplified language and content, making it more accessible to professionals across the board.
- PRINCE2 7th Edition has also developed a PRINCE2 7th Edition AI Practice Guide, exclusively available on your PeopleCert membership portal when you register for the exam.

For a full course listing and the comprehensive FAQ on Exams, Certifications and much more scan the QR code or go to:

www.sureskills.com/Courses/Vendors/PRINCE2-Ireland



Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSI027 ITIL®4 Foundation	3	20	10	24	7	19	16
SSI029 ITIL®4 Strategist Direct, Plan and Improve (DPI)	3	27		24		19	
SSI044 ITIL®4 Specialist Create, Deliver and Support (CDS)	3		10		7		2
SSI045 ITIL®4 Specialist Drive Stakeholder Value (DSV)	3	13		10		7	
SSI046 ITIL®4 Specialist High-Velocity IT (HVI)	3	6	24		28	20	
SSI047 ITIL®4 Leader Digital and IT Strategy (DITS)	4	20				12	
SSI054 ITIL®4 Specialist Acquiring & Managing Cloud Services (AMCS)	3		3		23		
SSI059 ITIL®4 Specialist Sustainability In Digital & IT (SDIT)	4			3			23
SSI062 ITIL®4 Specialist IT Asset Management (ITAM)	3			24			16
SSI061 ITIL®4 Specialist Business Relationship Management (BRM)	3			10			9
SSI068 ITIL®4 Specialist Monitor, Support & Fulfil	3		24			28	
SSI063 ITIL®4 Practitioner Service Desk	1		13			15	
SSI064 ITIL®4 Practitioner Incident Management	1	16			10		
SSI065 ITIL®4 Practitioner Problem Management	1	30			22		
SSI066 ITIL®4 Practitioner Service Request Management	1		7				
SSI067 ITIL®4 Practitioner Monitoring & Event Management	1		20			22	

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Why SureSkills for PRINCE2 7th Edition and ITIL4

Our PRINCE2 7th Edition and ITIL4 training courses include everything you need, not only to pass the exams, but to excel using the PRINCE2 7th Edition methodology and ITIL4 framework We include:

- ✓ The official PRINCE2 7th Edition/ITIL4 eBook.
- ✓ Practice exam sample papers & training materials.
- ✓ PeopleCert exam voucher for you to take the PRINCE2 7th Edition/ITIL4 exam when it suits you.
- ✓ Take2 – one free resit if you are unsuccessful in your first attempt.

Our aim is to give you the best PRINCE2 7th Edition/ITIL4 training offered anywhere. Our trainers are practitioners and their understanding of the real world of Project Management and IT Service Management is demonstrated in the context and practical nature of our training deliveries. We are focused on helping you and your company with the management of your projects and ultimately delivery of results.

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
<u>MICROSOFT EXCEL</u>							
SSA5037 Excel Introduction	1	21	18	25	22	20	17
SSA5038 Excel Intermediate	1	22	19	26	23	21	18
SSA5039 Excel Advanced	1	23	20	27	24	22	19
SSA204 Excel VBA	2	20	17	10	14	12	9
SSA5020 Excel PowerPivot	1	7	10		7		9
SSA5023 Excel Dashboards	1	8	11		8		10
SSA5025 Excel Data Analysis	2	9	12		9		11
SSA5033 Excel Functions & Formulas Workshop	0.5	14	11	11		14	
SSA5034 Excel Tables & Charts Workshop	0.5	14	11	11		14	
SSA5035 Excel PivotTables, PivotCharts & Slicers Workshop	0.5	15	12	12		15	
SSA5036 Excel Macros Workshop	0.5	15	12	12	16	14	11
SSA5040 Excel Essentials	0.5		6	6	3	1	5
<u>MICROSOFT WORD</u>							
SSA40018 Word Introduction	1		4	4	8	6	3
SSA40019 Word Intermediate	1		5	5	9	7	4
SSA40020 Word Advanced	1		6	6	10	8	5
<u>MICROSOFT POWERPOINT</u>							
SSA8006 PowerPoint Introduction	1		18		15		10
SSA8007 PowerPoint Advanced	0.5			20		22	
<u>MICROSOFT OUTLOOK</u>							
SSA6006 Outlook Introduction	1			4	8		
SSA6007 Outlook Advanced	1			5	9		
<u>MICROSOFT PROJECT</u>							
SSAP1008 Project Introduction	1	21			8		
SSAP1003 Project Advanced	1	22			9		
<u>MICROSOFT VISIO</u>							
SSAV1001 Visio Introduction	1	21		11		13	
SSV1002 Visio Advanced	0.5	8		5			4
<u>MICROSOFT SHAREPOINT</u>							
SSO920 Microsoft SharePoint for End Users	1	15	12	12	16	14	11
SSO921 Microsoft SharePoint for Site Owners	1	20	17	24	28	26	23

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
<u>MICROSOFT TEAMS</u>							
SSA109 Microsoft Teams	1	6	3	3	7	12	9
SSA14020 Managing Projects with Microsoft Teams	1			10		12	
SSA4021 Microsoft Teams - Communication	0.3		10		14		16
SSA4022 Microsoft Teams - Collaboration	0.3		11		8		10
SSA4023 Microsoft Teams - Meetings and Events	0.3		12		9		11
SSA4018 Empowering Employees with Microsoft Viva	0.2		20			22	
<u>MICROSOFT 365</u>							
SSA4014 Microsoft 365 for End Users	1		18	25	29	20	
<u>MICROSOFT POWER BI</u>							
SSAP1001 Power Bi Reports and Dashboards	1	21	26	26	23	21	18
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	22	27	27	24	22	19
<u>MICROSOFT ACCESS</u>							
SSAA1001 Access Essentials	2	1			15		
SSAA1003 Access Advanced	1	16			17		



"Ryan was a confident and well informed expert in the area of Excel, I particularly liked his delivery and responded well to the pace at which he set the course. It was well laid out, with appropriate breaks and an engaging delivery for the duration. It was evident that a high level of preparation went into this course.

The material was so useful to try the tools we were learning simultaneous to the course; each example was well considered and relevant to the topic in hand. I particularly liked all the shortcuts/tricks that Ryan had. My absolute favourite was the information on Slicers.

I have passed my appreciation onto my own organisation for allowing me to complete this training and also provided feedback that I rated the course/delivery highly."

- Claire Nolan, Education, Policy and Standards Department Staff Officer, Nursing and Midwifery Board of Ireland

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
<u>MICROSOFT AZURE</u>							
SSAI-900T00 Microsoft Azure AI Fundamentals	1			21			9
SSAZ-104T00 Microsoft Azure Administrator	4	14		11		13	
SSAZ-204T00 Developing Solutions for Microsoft Azure	5		24				16
SSAZ-500T00 Microsoft Azure Security Technologies	4		24		28		16
SSAZ-900T00 Microsoft Azure Fundamentals	1	21	25	25	22	20	17
SSDP-100T01 Designing and Implementing a Data Science Solution on Azure	3				14		10
SSDP-900T00 Microsoft Azure Data Fundamentals	1		7		3	27	
SSAZ400T00 Designing and Implementing Microsoft DevOps Solutions	4		4			6	
AZ-305T00 Designing and Implementing Microsoft Infrastructure Solutions	4			Call for dates			
<u>MICROSOFT 365</u>							
SSMS-203T00 Microsoft 365 Messaging	5			Call for dates			
SSMS-500T00 Microsoft 365 Security Administration	4			Call for dates			
SSMS-900T01 Microsoft 365 Fundamentals	1			10		9	
SSMS-700T00 Managing Microsoft Teams	4		10		22		16
MS-102T00 Microsoft 365 Administrator Essentials	5			24		19	9
SSA4014 Microsoft 365 for End Users	1		18	25	29	20	
SSMB-330 Microsoft Dynamics 365 Supply Chain Management	5			Call for dates			
<u>MICROSOFT POWER PLATFORM</u>							
SSMPL-900 Microsoft Power Platform Fundamentals	1		4			9	12
SSPL-100T00 Microsoft Power Platform App Maker	4			Call for dates			
SSPL-300T00 Microsoft Power BI Data Analyst	3	13			22	6	
SSPL-400T00 Microsoft Power Platform Developer	5			24			
SSAP1001 Power BI Reports and Dashboards	1	21	26	26	23	21	18
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	22	27	27	24	22	19
<u>MICROSOFT SECURITY</u>							
SC-900T00 Microsoft Security, Compliance, and Identity Fundamentals	1		7		22		
SC-200T00 Microsoft Security Operations Analyst	4	14		18		27	
SC-300T00 Microsoft Identity and Access Administrator	4			10		6	
MSC-400T00 Administering Information Protection and Compliance in Microsoft	2	20			22		

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
<u>MICROSOFT SQL SERVER</u>							
SSO500 SQL Fundamentals	1	13		10		12	
SSO501 Advanced SQL Querying	1	14		11		13	
DP-080T00 Transact - SQL Querying	2			Call for dates			
<u>MICROSOFT COPILOT</u>							
MS-4006 Copilot for Microsoft 365 for Administrators	1	13	21				
<u>MICROSOFT WINDOWS DESKTOP & SERVER</u>							
SSAZ-800T00 Administering Windows Server Hybrid Core Infrastructure	5	20				19	
MD-102 Microsoft 365 Endpoint Administrator	5			Call for dates			
<u>MICROSOFT SHAREPOINT</u>							
SSO920 Microsoft SharePoint for End Users	1	15	12	12	16	14	11
SSO921 Microsoft SharePoint for Site Owners	1	20	17	24	28	26	23
SSM55238 SharePoint Online for Administrators	3			Call for dates			

Business Analysis

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSI031 Business Analysis Practice	3	29	26	26	3	14	
SSI036 Requirements Engineering	3	27	5	12	15	19	
SSI037 Modelling Business Processes	3		10		1		
SSI039 Foundation Certificate in Business Analysis	3	6	11	7	7	6	
SSI043 Systems Development Essentials	3	22					

Desktop Publishing

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSO011 Adobe InDesign Introduction	1	20			14		
SSO012 Adobe InDesign Advanced	1	21			15		
SSO013 Adobe Acrobat	1		3			19	
SSO017 Adobe Illustrator	2		4			20	
SSO015 Adobe Photoshop Introduction	2	27			28		
SSO023 Adobe Photoshop Advanced	1	28			29		

Agile, Scrum, Kanban & DevOps



Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSBS073 Professional Scrum Master (PSM) Exam Preparation	2		10		7		9
SSBS078 TOGAF® 9 Foundation and Certified	4			Call for dates			
SSBS105 Agile Training for Project Managers - Foundation	2		24		7		23
SSBS106 Agile Training for Project Managers - Practitioner	3		26		9		25
SSI032A Six Sigma Yellow Belt	2	27		3		27	
SSI058 Lean Six Sigma Green Belt	5	20		10		19	

Cyber Security Training



Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SC100 Certified Information Security Manager (CISM) Workshop	4		17		7		10
SC101 Certified Information Systems Security Professional (CISSP) Programme	5	27		10	28		
SC102 Certified Ethical Hacking (CEH) with Exam	5			3		19	
SC103 Certified Information Systems Auditor Manager (CISA) Workshop	4	20				13	
SC104 Certified Hacking Forensics Investigator (CHFI) with Exam	5			Call for dates			
SC105 Certificate in Information Security Management Principles (CISMP)	3	15		19			3
SC106 EC Council Official SOC Analyst (CSA)	3		11			6	
SC107 Certified in Risk & Information Security Control (CRISC)	4				1		
SC108 Certified in the Governance of Enterprise IT (CGEIT)	4			Call for dates			
SC109 EC Council Official Certified Network Defender (CND)	5			Call for dates			
SC110 Certificate of Cloud Security Knowledge (CCSK)	3		18				
SC111 EC Council Official Certified Incident Handler (ECIH)	3		11				24

ISTQB

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSI050 ISTQB Foundation in Software Testing	3	27		5		21	

CompTIA

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSCO001 CompTIA Security+	5	13			28		
SSCO002 CompTIA Network+	5		17			19	

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSV0108 VMware vSphere: Optimize and Scale	5			Call for dates			
SSV0162 VMware vSphere: Install, Configure, Manage	5	13	17	24	7	19	

Project Management

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSA834 Managing Successful Programmes Foundation	2	20		10		12	
SSA833 Managing Successful Programmes Practitioner	3	23		13		15	
SSBS070 Project Management Essentials	2	13	10	10	14		
SSBS072 PMP Preparation / PMI Certification	5					6	

CommVault Training



Course Name	Days	July	Aug	Sept	Oct	Nov	Dec
SSC010 Commvault Professional Foundations	3			Call for dates			
SSC011 Commvault Professional Advanced	2			Call for dates			
SSC012 Commvault Engineer	3			Call for dates			

Canva Training



Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSAC001 Canva for Business Beginners	0.5			Call for dates			
SSAC002 Advanced Canva	0.5			Call for dates			

Digital & Social Media Marketing



Course Title	Days	July	Aug	Sept	Oct	Nov	Dec
SSBS054 SureSkills Professional Diploma in Digital Marketing	12			Call for dates			

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSAWS01 AWS Technical Essentials	1	20		24		19	
SSAWS02 Architecting on AWS	3	13	10	10	14	12	9
SSAWS03 Cloud Operations on AWS	3	21		25		20	
SSAWS04 Advanced Architecting on AWS	3		11		15		17
SSAWS05 Developing on AWS	3	21	18	25	22	20	17
SSAWS07 DevOps Engineering on AWS	3			11			10
SSAWS10 Data Warehousing on AWS	3					20	
SSAWS11 Migrating to AWS	1				17		
SSAWS13 Security Engineering on AWS	3				9		
SSAWS14 Planning and Designing Databases on AWS	3				15		
SSAWS21 AWS Cloud Practitioner Essentials	1		10		14		16

AWS Discovery Days: Learn Cloud Fundamentals from AWS Experts

AWS Discovery Days, hosted by SureSkills, an official AWS Training Partner, provide an introduction to cloud concepts that include security, machine learning, migrations, and modern data strategy. AWS Training Partners offer the only AWS-authored training to help your organisation develop the AWS knowledge and skills you need to achieve your business goals. In these introductory events, expert AWS Instructors will help your team learn what's possible in the cloud, and how to achieve it with AWS.

To see our AWS full course listing and much more, scan the QR code or go to:
www.sureskills.com/AWS



"What a stunning instructor I had! Calvin Riskowitz, learning from an expert, flawless facilitator, passionate about developing peoples skills made this a unique learning experience."

I'm grateful to AWS Training & Certification and SureSkills for delivering global events including online activities!"

SureSkills On-Site and Tailored Training

What is On-Site Training?



In simple terms, on-site training is training that takes place at your business location and involves using a company's own equipment. The course is often delivered by an external training supplier such as SureSkills and may be tailored to meet your employee's learning requirements.

What are the advantages of On-Site Training?



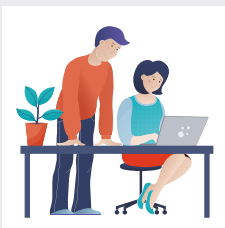
There are plenty of benefits that come with offering on-site training to your employees. One of the easy ones for most training managers is that you can layout the room and any related material or company resource the way that you want it to appear. Another advantage of on-site training is that there is no additional travel involved for the employees. They attend at their normal place of work.

What do you need for On-Site Training Session?



Every training session should have an agreed checklist with the trainer or the training company so that you can review prior to and after each session. Having a check list is also a great way to take away any additional learning from what could be done better and what was done well - so that feedback is accurate and clear.

What is Tailored Training?



Tailored Training addresses an organisation's specific business challenges and can be personalized based on the desired skills, schedules, and learning needs of employees.

Bespoke, Custom, Tailored to a perfect fit - that's what our Tailored Training means. We create programmes that suit your organisation's needs and ensure your training goals are met - meaning fully customised to your company and to each person that will attend our courses.

What is the benefit of Tailored Training?



Tailored or customising training allows you to tailor your training with your team's needs in mind by giving engaging, real-world scenarios to address specific problems that your business might face. Some problems are company-specific so it is important that your training is tailored accordingly. You can even tailor your scenario solutions to align to your organisations policies and procedures. It also enables you to include your own branding, design, and tone of voice to make the training experience uniquely yours.

Customising your training can also be aligned to your Companies' values and that their knowledge is refreshed to create synergy, consistency, and up-to-standard performance across the organisation.

Professional Development Courses



Scan the QR code to see our full Personal and Professional Development Programmes brochure, including full course outlines.

Making organisational and personal training engaging, practical, relevant and enjoyable.

Our Personal Development & Business Skills training has consistently helped individuals and organisations improve organisational performance. Our courses enable people to develop their management, decision making and commercial acumen techniques that work in the real world, not just the training room. Our pragmatic approach creates immediate and sustainable benefits for organisations in both the public and private sectors.

Why Personal Development & Business Skills training

- ✓ Provides you with skills you can leverage across a wide range of tasks.
- ✓ Promotes strong career progression.
- ✓ Gives you more confidence to achieve business goals.
- ✓ Ensures a positive impact across an entire team.

Personal Development

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSBS166 Getting to Grips with Time Management	1	9		25		15	
SSBS167 Presentation Skills	2	13		26		20	
SSBS168 Public Speaking with Impact	2				9		
SSBS170 Achieving Assertiveness	1				10		

Business & Finance

Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSBS044 Finance for Non Financial Managers	2	13		10		12	
SSBS175 Developing and Implementing Strategy	1			Call for dates			

"SureSkills have supported Expleo with the development and delivery of multiple large scale training programmes, in addition to meeting our adhoc learning needs across a range of technical and business topics. From concept to pilot stage, to deployment and feedback I have valued their knowledge and experience in co-developing learning programmes. The SureSkill trainers consistently receive excellent feedback from our employees. I look forward to continuing to partner with them"

– Claire O'Boyle, Ireland Learning & Development Manager, Expleo



Course Name	Days	Jan	Feb	Mar	Apr	May	Jun
SSBS013 Interview Skills	1			3			2
SSBS145 Building High Performance Teams	1	20				12	
SSBS146 Building trust and collaboration at work	1			Call for dates			
SSBS147 Coaching & Facilitation Skills	2		11				3
SSBS148 Communication Skills for Business Success	1	21		4		13	
SSBS150 Critical Conversations	1			Call for dates			
SSBS151 Emotional Intelligence for Strong Leaders	1			Call for dates			
SSBS152 Excellence in Customer Service	1		12				
SSBS153 Giving & Receiving Feedback	1			Call for dates			
SSBS154 Inclusive Leadership	1				8		
SSBS155 Influencing & Negotiation Skills	1			5			
SSBS156 Managing Difficult Conversations	1			Call for dates			
SSBS157 Managing Effective Meetings	1			Call for dates			
SSBS158 Managing Self	1			Call for dates			
SSBS159 Managing Stress & Maintaining Good Mental Health at Work	1	22					4
SSBS160 Mentoring Skills	1			6			
SSBS161 Performance Management and Appraisal Skills	1		14				5
SSBS162 Problem Solving and Decision Making	1			7			
SSBS163 The Skills of Management	3			Call for dates			
SSBS164 The Power of Authentic Gratitude	1			Call for dates			
SSBS165 Workplace Wellbeing	1			Call for dates			
SSBS169 Train the Trainer	2	23				14	
SSBS172 Managing Conflict at Work	1			Call for dates			
SSBS173 Managing Change & Innovation	1			Call for dates			
SSBS174 Unconscious Bias - How to Mitigate its Impact at Work	1			Call for dates			

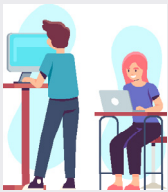
SureSkills Virtual Instructor Led Training (VILT)

What is VILT?



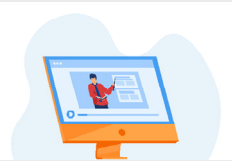
VILT, which stands for virtual instructor-led training, is virtually hosted via a webinar instead of a physical classroom delivery. SureSkills hosts these sessions via Cisco WebEx, Zoom or Microsoft Teams platforms but can also work with clients using other platforms.

Do I need special equipment to participate?



All that is required is a laptop or desktop with good audio. Although not essential, SureSkills recommend using a headset with a microphone where possible. This will enhance your learning experience and will enable you to hear, interact and engage with the trainer and colleagues on your training programme with ease.

What is needed to join a vilt session?



- Good quality stable internet connection
- Desktop or laptop with a webcam
- Headset normally required - dependent on your speaker & microphone setup
- SureSkills will provide a link to allow you to test beforehand

Is there support available?



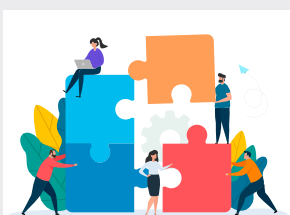
Yes, we support you every step of the way. Should you have any issues, our IT support team can take your call to guide you through the setup. Your joining instructions (sent via e-mail prior to your course) have all the access links as well as the support details (phone & e-mail). You can also call your SureSkills training account manager - who will be happy to help. Remember, with SureSkills you get to speak with us locally & directly - no call waiting, no overseas call centres.

How are course materials provided?



Depending on the course booked, courseware will be provided online or hard copy materials will be posted to the address provided at the time of booking the course.

What are the benefits of VILT?



Virtual training allows for obvious cost savings. Travel time and expenses can be dramatically reduced. VILT can deliver organizational benefits that go beyond budgeting, such as an ability to act as a connection point among geographically dispersed colleagues. When VILT sessions are effective, workers become more familiar and comfortable, which can help to build frameworks for them to work together virtually in situations outside of training, allowing for its adoption and use in more way.

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



TRAINING & CERTIFICATION

SURESKILLS™

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