TRAINING & CERTIFICATION

SURESKILLS™

Training Course Listings
July - December 2022

ITIL® TRAINING ORGANIZATION ACCREDITED BY PeopleCert ON BEHALF OF AXELOS

PRINCE2® TRAINING ORGANIZATION ACCREDITED BY PeopleCert ON BEHALF OF AXELOS

PRINCE2 AGILE™ TRAINING ORGANIZATION ACCREDITED BY PeopleCert ON BEHALF OF AXELOS

vmware® PARTNER PREMIER AUTHORIZED TRAINING CENTRE

aws partner network Training Partner

AGILE & SCRUM

DIGITAL MARKETING

MANAGEMENT LEADERSHIP & DEVELOPMENT

Microsoft Technical

Office

SIX SIGMA SCRUM KANBAN

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

About Us

We are a world leader in delivering sophisticated technology, knowledge and learning solutions to complex and challenging client requirements. Every day we help organisations to develop the competencies, skills and knowledge they need to fulfil their collective potential. We exist to help you leverage technology, embed knowledge and grow capability – wherever you happen to be.

Training & Certification

Helping you to beat the averages in the new international economy is our motivation. Like all top performers, you'll know that to raise the level of the game, you'll need all the rigour and experience of an expert training & technology partner. We exist to embed knowledge and grow capability – wherever you happen to be. We deliver the best and latest training courses delivered by the world class instructors.

We offer a choice of tailored private programs as well as regularly scheduled training virtually, on-demand or in-person. We have a large catalogue covering Technology, Service Management, Project Management, Professional Development and Digital Marketing. Importantly, we are proud to partner with AWS (Amazon Web Services), PeopleCert & AXELOS, Microsoft, Commvault, VMware and many more.

Learning Services

SureSkills Learning Services provides innovative Learning Solutions to Fortune 500 companies, such as Dell, VMware, Google, Amazon Web Services and Microsoft, as well as many other educational institutions.We enable workforce(s)/learners to meet and exceed their professional, personal & business related goals.

We specialise in: management and project management consultancy; custom multimodality design, development & delivery of training; the management of Learning and Learning Content Management systems; support to Information and Knowledge Management systems; and the provision of fully managed outsourced learning management solutions.

Aiming High

Training a global workforce on a major software update? Launching a new product? Whatever your goal, we want to make it your biggest success story yet.

When we partner with you we make your purpose our own. We listen. We care. We advise. We challenge. With SureSkills you can create ambitious knowledge programmes with high value and even higher impact.

Be tomorrow ready.

Consulting & Solutions

Using insights and analysis to shape successful, migration programmes, we develop IT solutions that are 100% aligned to your operational objectives. We nurture strong yet flexible relationships. Clients tell us it's our commitment to developing this level of understanding that makes SureSkills their #1 consulting partner.

We manage entire projects, design and deliver global server migration, virtualisation programs and cloud projects and deal with all the technical requirements that fall outside your core business focus – all with a 24/7 support network across SureSkills' support team.

PRINCE2®

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSZ947 PRINCE2® Foundation	3	4	15	12	10	7	5	9
SSZ948 PRINCE2® Practitioner	2	7	18	15	13	10	8	12
SSZ999 PRINCE2® Agile Practitioner	3		22			21		16

Why SureSkills for PRINCE2® and ITIL®4

Our PRINCE2® and ITIL® 4 training courses includes everything you need not only to pass the PRINCE2®/ITIL® 4 exams but to excel in PRINCE2®/ITIL®4 – that's why we say "includes everything". We include:

- ✓ The official "Managing Successful Projects with PRINCE2®/ITIL®4 ebook
- ✓ Practice exam sample papers
- ✓ PeopleCert official exam voucher so that you can take the PRINCE2®/ITIL®4 exam when it suits you.
- ✓ Exam guarantee – a free resit if you fail your exam.

Our aim is to give you the best in PRINCE2®/ITIL®4 training offered anywhere – guaranteed. 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. That's why we offer lifetime pre and post-course support for all our PRINCE2®/ITIL®4 delegates.

ITIL® 4

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSI027 ITIL® 4 Foundation	3	18	22	19	17	14	12	16
SSI029 ITIL® 4 Strategist Direct, Plan and Improve (DPI)	3	11	22		3	14		16
SSI044 ITIL® 4 Specialist Create, Deliver and Support (CDS)	3	18	31		17	21		23
SSI045 ITIL® 4 Specialist Drive Stakeholder Value (DSV)	3		1	12	31		5	
SSI046 ITIL® 4 Specialist High-Velocity IT (HVI)	3	4	15	26		7		9
SSI047 ITIL® 4 Leader Digital and IT Strategy (DITS)	4	25		5	24	28		23
SSI054 ITIL® 4 Specialist Acquiring & Managing Cloud Services	3			19				
SSI059 ITIL® 4 Specialist Sustainability In Digital & IT	4			12				

PRINCE2® and ITIL® are registered trade marks of AXELOS Limited, used under permission of AXELOS Limited. The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

Agile, Scrum, Kanban & DevOps

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS073 Professional Scrum Master (PSM) Exam Preparation	2		30			1		
SSBS105 Agile Training for Project Managers - Foundation	2	25	1		10		12	
SSBS106 Agile Training for Project Managers - Practitioner	3	27	3		12		14	
SSBS109 Team Primer in Agile and Scrum	2	18			10			9
SSI032A Lean Six Sigma Yellow Belt	2		15				5	
SSI058 Lean Six Sigma Green Belt	5	11	8	12		7	5	9
SSI056 PeopleCert DevOps Fundamentals	2	Call for dates						

ISTQB

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSI050 ISTQB Foundation in Software Testing	3				18			

Cyber Security Training

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SC100 Certified Information Security Manager (CISM) Workshop	4		22			1		
SC101 Certified Information Systems Security Professional (CISSP) Programme	5			5		21		
SC102 Certified Ethical Hacking (CEH) with Exam	5			19		28		
SC103 Certified Information Systems Auditor Manager (CISA) Workshop	4		2				12	
SC105 Certificate in Information Security Management Principles (CISMP)	3		31				6	
SC106 EC Council Official SOC Analyst (CSA)	3			27				9
SC108 Certified in the Governance of Enterprise IT (CGEIT)	4				4			

Project Management

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSA834 Managing Successful Programmes Foundation	3	25	15	12	17	21	12	23
SSA833 Managing Successful Programmes Practitioner	2		18	15	20	24	15	26
SSBS070 Project Management Essentials	2		25			3		
SSBS072 PMP Preparation / PMI Certification	5				10			9

Amazon Web Services - AWS

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSAWS01 AWS Technical Essentials	1		15			17		
SSAWS02 Architecting on AWS	3	19	22		17			
SSAWS03 Systems Operations on AWS	3		9			14		
SSAWS04 Advanced Architecting on AWS	3	12		19			12	
SSAWS05 Developing on AWS	3		16	5				
SSAWS07 DevOps Engineering on AWS	3			13		15	19	
SSAWS10 Data Warehousing on AWS	3						19	
SSAWS13 Security Engineering on AWS	3			12		14	14	
SSAWS14 Planning and Designing Databases on AWS	3				3			9
SSAWS16 Building Data Lakes on AWS	1				7			
SSAWS17 Running Containers on Amazon Elastic Kubernetes Service (Amazon EKS)	3		30				19	
SSAWS18 AWS Cloud Financial Management for Builders	3						19	
SSAWS19 AWS Security Essentials	1			26		25	13	
SSAWS20 Machine Learning Pipelines	4			6				
SSAWS21 AWS Cloud Practitioner Essentials	1				13		19	
SSAWS22 Advanced Developing on AWS	3						19	

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-authoured 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.

Why attend an AWS Discovery Day?

- A free introduction to the AWS Cloud: AWS Discovery Days are free events that introduce you to the basics of the cloud, within a cost and commitment-free environment. Simply register for an event that is aligned to your learning interests.
- AWS-authored training content: Training content delivered via AWS Discovery Days has been created directly by AWS – offering you the assurance of the most accurate and up to date training material.
- Delivered exclusively via official AWS Training Partners: Only official AWS Training Partners host AWS Discovery Day events, so you will learn from expert, AWS Authorised Instructors.

VMware Training

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSV0106 VMware vSphere: Install, Configure, Manage [V7]	5	25		26		21		16
SSV0108 VMware vSphere: Optimize and Scale [V7]	5	20		28			7	
SSV0109 VMware vSphere: Troubleshooting [V7]	3			7				18
SSV0150 VMware NSX-T Data Center: Install, Configure, Manage [V3.2]	5		15	5	3		5	
SSV0149 VMware NSX-T Data Center: Design (V3.2)	5					14		
SSV0151 VMware vRealize Automation: Orchestration and Extensibility (V8.6)	5				17	7		
SSV0152 VMware vRealize Automation: Install, Configure, Manage (V8.3)	5						12	
SSV0153 VMware vRealize Operations: Install, Configure, Manage V8.6	5	25			3		12	
SSV0129 VMware Workspace ONE: Deploy and Manage (V21.x)	5			21				
SSV0133 VMware Cloud on AWS: Deploy, Configure, Manage 2021	4	20	31					11
SSV0134 VMware Tanzu Kubernetes Grid integrated Edition: Install, Configure, Manage (V1.3)	4				5			
SSV0154 VMware Cloud Foundation: Planning Management Operations (V4.3)	3				10		12	
SSV0141 VMware Workspace One: Modern Management for Windows 10 (v21.x)	2		24					
SSV0142 VMware Workspace ONE: Skills for UEM (v21.x)	3			21				
SSV0145 VMware Carbon Black Cloud Audit and Remediation	1			14				
SSV0146 VMware vRealize Automation: Advanced Features and Troubleshooting (v8.x)	5				19			
SSV0147 VMware Cloud Director: Install, Configure, Manage (V10.3)	5		31					
SSV0155 VMware SD-WAN: Deploy and Manage (V4.x)	2						5	
SSV0156 VMware SD-WAN: for Service Providers (V4.x)	3						7	
SSV0157 VMware SD-WAN: by VeloCloud: Design and Deploy (V3.x)	3				10			
SSV0158 VMware Telco Cloud Infrastructure: Install, Configure, Manage (V2.0)	5			5				
SSV0159 VMware Telco Cloud Platform: Install, Configure Manage (V2.0)	3				17			

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 traning supplier such as SureSkills and may be tailored to meet your employee's learning requirements.

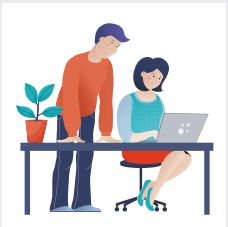
What are the advantages of On-Site Training?

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 to have for your 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.

Microsoft Office

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
MICROSOFT EXCEL								
SSA5037 Excel Introduction	1	5	2	6	4	1	6	
SSA5038 Excel Intermediate	1	6	3	7	5	2	7	
SSA5039 Excel Advanced	1	7	4	8	6	3	8	
SSA204 Excel VBA	2	19	23	27	25	22	13	
SSA5020 Excel PowerPivot	1	21	25	22	27	24	15	
SSA5023 Excel Dashboards	1	13	10	13	11	15	13	
SSA5025 Excel Data Analysis	2	18	15	19	17	14	12	
SSA5033 Excel Functions & Formulas Workshop	0.5	12	9	6	11	8	6	
SSA5034 Excel Tables & Charts Workshop	0.5	13	10	14	12	9	14	
SSA5035 Excel PivotTables, PivotCharts & Slicers Workshop	0.5	14	11	15	13	10	8	
SSA5036 Excel Macros Workshop	0.5	11	8	12	10	7	12	
SSA5040 Excel Essentials	0.5	11	8	12	10	7	12	
MICROSOFT WORD								
SSA40018 Word Introduction	1	26	23	27	25	22	13	
SSA40019 Word Intermediate	1	27	24	28	26	23	14	
SSA40020 Word Advanced	1	28	25	29	27	24	15	
MICROSOFT POWERPOINT								
SSA8006 PowerPoint Introduction	1	28			27			
SSA8007 PowerPoint Advanced	0.5	29			28			
MICROSOFT OUTLOOK								
SSA6006 Outlook Introduction	1			13			13	
SSA6007 Outlook Advanced	1			14			14	
MICROSOFT PROJECT								
SSA832 Project Introduction	2	25			25	7		
SSA830 Project Advanced	1	28			27	9		
MICROSOFT VISIO								
SSA815 Visio Introduction	1		22			21		
SSA816 Visio Advanced	1		29			28		
MICROSOFT SHAREPOINT								
SSO920 Microsoft SharePoint for End Users	1		8			7		
SSO921 Microsoft SharePoint for Site Owners	1		9			8		

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

Microsoft Office

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
MICROSOFT TEAMS								
SSA109 Microsoft Teams	1	4	8	5	10	7	5	9
SSA14020 Managing Projects with Microsoft Teams	1	11		19		14		16
SSA4021 Microsoft Teams - Communication	0.5	12		20		15		17
SSA4022 Microsoft Teams - Collaboration	0.5	12		20		15		17
SSA4023 Microsoft Teams - Meetings and Events	0.5	13		21		16		18
SSA4018 Empowering Employees with Microsoft Viva	0.5	13		21		16		18
MICROSOFT 365								
SSA4014 Microsoft 365 for End Users	1		15			21		10
MICROSOFT POWER BI								
SSA5027 Power BI Report and Dashboard Consumer	0.5	18		19		21		16
SSA5028 Power BI Report and Dashboard Creator	1		15		17		12	
SSA5032 Power BI for Business Users	2	27		21		16		23

Microsoft Azure

Microsoft announced its certification scheme around Azure, grouping its certs into nine roles: administrator, developer, solutions architect, devops engineer, security engineer, data engineer, data scientist, AI engineer, and functional consultant. Specialities such as Azure IoT Developer, Azure for SAP Workloads, and Azure Virtual Desktop Speciality. Several top-level roles group together multiple paths see below:

Role	Role Path
Administrator	Microsoft 365 Messaging; Microsoft 365 Modern Desktop; Microsoft 365 Security; Microsoft 365 Teamwork; Teams; Identity and Access; Information Protection; Enterprise; Azure Stack Hub
AI engineer	Azure
Data engineer	Azure
Data scientist	Azure
Developer	Azure; Dynamics 365; Microsoft 365; Power Platform
DevOps engineer	Azure
Functional consultant	Dynamics 365 Business Central; Dynamics 365 Customer Service; Dynamics 365 Field Service; Dynamics 365 Financial; Dynamics 365 Manufacturing; Dynamics 365 Marketing; Dynamics 365 Sales; Dynamics 365 Supply Chain; Power Platform
Security engineer	Azure; Identity and Access; Information Protection; Security Operations Analyst
Solution architect	Azure; Dynamics 365; Dynamics 365 plus Power Platform; Power Platform

Microsoft Technical

Choose from a wide range of Microsoft Technical Courses.

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
MICROSOFT AZURE								
AZ-304T00 Microsoft Azure Architect Design	4			5		7		
SSAI-900T00 Microsoft Azure AI Fundamentals	1		2		3		5	
SSAZ-104T00 Microsoft Azure Administrator	4		25				16	
SSAZ-204T00 Developing Solutions for Microsoft Azure	5			12		21		
SSAZ-303T00 Microsoft Azure Architect Technologies	5		8		10			
SSAZ-500T00 Microsoft Azure Security Technologies	4			19			19	
SSAZ-900T01 Microsoft Azure Fundamentals - 1 day	1			6		18		
SSDP-100T01 Designing and Implementing a Data Science Solution on Azure	3		22			21		
SSDP-900T00 Microsoft Azure Data Fundamentals	1			5		25		
MICROSOFT 365								
SSMS-030T00 Office 365 Administrator	5				10			
SSMS-100T00 Microsoft 365 Identity and Services	5			5		7		
SSMS-101T00 Microsoft 365 Mobility and Security	5			26		14		
SSMS-203T00 Microsoft 365 Messaging	5			12		14		
SSMS-500T00 Microsoft 365 Security Administration	4		15		24			
SSMS-900T01 Microsoft 365 Fundamentals	1		26			23		
MICROSOFT POWER PLATFORM								
SSMPL-300T00 Microsoft Power BI Data Analyst	4		30		4			
SSMPL-900 Microsoft Power Platform Fundamentals	1		30				5	
MICROSOFT SQL SERVER								
SS-DP080 Querying Data with Microsoft Transact-SQL	2			5		21		
SSO500 SQL Fundamentals	1	18		12		14		
SSO501 Advanced SQL Querying	1	19		13		15		
MICROSOFT SHAREPOINT SERVER								
SSM55234 SharePoint Site Collections and Site Owner Administration	5	25		12				
SSM55238 SharePoint Online for Administrators	3		15		24			
SSM55261 SharePoint for Office 365 Site Owner Training	2		22			14		
MICROSOFT WINDOWS DESKTOP & SERVER								
MD-101T00 Managing Modern Desktops	5			5		7		
SSAZ-800T00 Administering Windows Server Hybrid Core Infrastructure	5		15				12	
SSM55324 Installation, Storage, and Compute with Windows Server	5		22			14		
MICROSOFT SYSTEMS CENTER								
SSM55004 Installing and Configuring Systems Center 2012 Operations Manager	5			26		21		
MICROSOFT TEAMS								
SSMS-700T00 Managing Microsoft Teams	4	18		12		21		28

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

Digital & Social Media Marketing

Course Title	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS054 SureSkills Professional Diploma in Digital Marketing	12			Call for dates				

You can also pick from any of these modules:

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, Instagram and Snapchat for business, Online Video & LinkedIn for Business, Emerging Platforms & Blogging, Online Display Advertising, Mobile Marketing, Affiliate Marketing, E-commerce, Planning a Digital Marketing Strategy.

CommVault Training

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSC010 Commvault Professional Foundations	3			26			12	
SSC011 Commvault Professional Advanced	2			29			15	
SSC012 Commvault Engineer	3			12			5	

Business Analysis

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSI031 Business Analysis Practice	3	11	23	19	19	23	20	5/24
SSI036 Requirements Engineering	3	5	2	21				
SSI037 Modelling Business Processes	3		15		10		12	11
SSI039 Foundation Certificate in Business Analysis	3	6	10	5	3	8	7	11

Desktop Publishing

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSO011 Adobe InDesign Introduction	1			5				
SSO012 Adobe InDesign Advanced	1			6				
SSO013 Adobe Acrobat	1			12				
SSO015 Adobe Photoshop Introduction	2			26				
SSO017 Adobe Illustrator	2			19				
SSO023 Adobe Photoshop Advanced	1			21				
SSO024 SketchUp	1			27				

Professional Development Courses

Scan the QR code to see our full Personal and Professional Development Programmes brochure, including full course outlines, for 2022

Management & Leadership Programmes

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS013 Interview Skills	1		2		6		5	
SSBS145 Building High Performance Teams	1	20		6		7		9
SSBS146 Building trust and collaboration at work	1	27		7		8		12
SSBS147 Coaching & Facilitation Skills	2	25		20		9		13
SSBS148 Communication Skills for Business Success	1	21		8		10		15
SSBS150 Critical Conversations	1		4		7		6	
SSBS151 Emotional Intelligence for Strong Leaders	1	19		20		15		16
SSBS152 Excellence in Customer Service	1	18			10		9	
SSBS153 Giving & Receiving Feedback	1	20			11		12	
SSBS154 Inclusive Leadership	1	26			12		16	
SSBS155 Influencing & Negotiation Skills	1	21		23		14		19
SSBS156 Managing Difficult Conversations	1	22			17		14	
SSBS157 Managing Effective Meetings	1	18			18		19	
SSBS158 Managing Self	1	19		26		13		20
SSBS159 Managing Stress & Maintaining Good Mental Health at Work	1	26			20		15	
SSBS160 Mentoring Skills	1	21		22		12		23
SSBS161 Performance Management and Appraisal Skills	1	20		21		11		24
SSBS162 Problem Solving and Decision Making	1	26		19		4		18
SSBS163 The Skills of Management	3		8		10		13	
SSBS164 The Power of Authentic Gratitude	1	26			5		12	
SSBS165 Workplace Wellbeing	1	19		15		3		17
SSBS169 Train the Trainer	2		9		4		8	
SSBS172 Conflict Management	1	19		14		2		11
SSBS173 Managing Change & Innovation	1	20		13		1		10
SSBS174 Unconscious Bias - How to Mitigate its Impact at Work	1		11		3		7	

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

Accredited Management & Leadership Programmes

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS0175 Higher Diploma in Leadership Development	18			5				9
SSBS0176 Certificate in Management and Team Development	18			5				9

Personal Development

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS166 Getting to Grips with Time Management	1	27		12		7		9
SSBS167 Presentation Skills	2	27		13		9		16
SSBS168 Public Speaking with Impact	2	21		19		14		23
SSBS170 Achieving Assertiveness	1	27		21		16		30

Business & Finance

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SSBS044 Finance for Non Financial Managers	2	4		5		7		9
SSBS175 Developing and Implementing Strategy	1		8		3		12	

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.

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

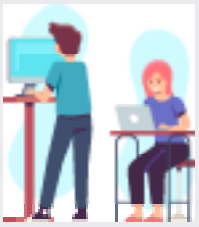
VAT will be charged where applicable

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) has 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.

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

Satisfied Customers

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at **info@sureskills.com** or call: Dublin **01 2402262** or **Belfast 028 90935555** • Visit: **sureskills.com/Home/Training-Certification**

VAT will be charged where applicable

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

TRAINING & CERTIFICATION
SURESKILLS

SureSkills Ireland
1-4 Terminus Mills, Clonskeagh Road,
Dublin D06 VY62, Ireland

Sales: +353 1 240 2277
info@SureSkills.com

SureSkills N. Ireland
Urban HQ, Belfast, 5-7 Upper Queen Street,
Belfast, BT1 6FB, United Kingdom

Sales: +44 28 9093 5555
niinfo@SureSkills.com