

CURRENT SCHEDULED TRAINING DATES	Number of Days	JUNE 2025	JULY 2025	AUGUST 2025	SEPTEMBER 2025
<b>Live Virtual Training and Face to Face /in class</b>		Looking for training in house	or bespoke training give us a	call on 01604 495252 or email	Traning@jcstraining.com
<b><u>MICROSOFT EXCEL</u></b>					
<u>Microsoft Excel Foundation L1</u>	1	5th closed	9th	7th	11th
<u>Microsoft Excel Intermediate L2</u>	1	11th	17th	13th	18th
<u>Microsoft Excel Advanced L3</u>	1	18th	23rd	21st	24th
<u>Microsoft Excel L4 Masterclass</u>	1	25th	30th	27th	30th
<u>Microsoft Visio</u>	1	24th	21st	20th	16th
<u>Power BI</u>	2	7th & 8th	9th & 10th	5th & 6th	17th & 18th
<u>Power BI Advanced</u>	2	25th & 26th	29th & 30th	27th & 28th	24th & 25th
Power BI Complete	4	CALL 01604 495252	CALL 01604 495252	CALL 01604 495252	CALL 01604 495252
<b><u>MICROSOFT POWERPOINT</u></b>					
Microsoft PowerPoint L1 & L2	1	12th	19th	14th	
<b>PRAXIS FRAMEWORK, AGILE &amp; CHANGE MANAGEMENT</b>	<b>Includes Exams</b>	<b>Candidates can attend</b>	<b>The Foundation Level</b>	<b>The Practitioner Level</b>	<b>Dates given below cover both levels &amp; Exams</b>
			<b>Call for dates</b>	<b>Call for dates</b>	
Praxis Framework, Foundation & Practitioner	Days				4th 10th, 15th, 22nd, 25th
Agile Project Management Foundation & Practitioner	Days	3rd, 9th, 12th, 19th			
Change Management Foundation & Practitioner	Days	2nd, 5th, 10th, 13th & 18th			5th, 9th, 12th, 17th, 23rd
<b>FURTHER MICROSOFT TRAINING AVAILABLE</b>		<b>WORD</b>	<b>TEAMS</b>	<b>OUTLOOK</b>	<b>SHAREPOINT</b>

BUSINESS & PEOPLE DEVELOPMENT	Number of Days	JUNE 2025	JULY 2025	AUGUST 2025
If what you are looking for is not listed on our website just give us a call on 01604 495252		We have expertise in many areas of People & Business	Training, Development & Design	Specialists in bespoke workshops & Company Training Programmes
Click on course name to open link to outline:				
<a href="#">The Modular Manager Programme</a>	3 x 1 day	Day 1 : 18.09.2025 running	Day 2 : 16.10.2025 running	Day 3: 13.11.2025 running
<a href="#">Handling Difficult People &amp; Situations</a>	1	4th closed	9th	5th
<a href="#">Communication Skills</a>	1	18th	15th	12th
<a href="#">Advanced People Management</a>	2	25th	18th	20th
<a href="#">Delivering Exceptional Customer Service</a>	1	5th closed	16th	14th
<a href="#">Managing Successful Meetings</a>	1	16th	17th	21st
<a href="#">Supervisor and Team Leader Training</a>	1	18th	23rd	7th
<a href="#">Developing Assertiveness &amp; Confidence</a>	1	26th	24th	13th
<a href="#">Emotional Intelligence</a>	1	10th	10th	21st
<a href="#">Performance Management</a>	1	11th	22nd	19th
<a href="#">Team Building</a>	1	24th	-	6th
<a href="#">Coaching Conversations</a>	2	-	29th & 30th	20th & 21st
<a href="#">Minute Taking</a>	1	16th	17th	12th
<a href="#">Performance Management</a>	1	6th closed	8th	6th
<small>Delivered by a JCS training associate who is registered as an accredited training organisation with both APMG-International and People Cert on behalf of AXELOS Ltd and APMG-International. The PRINCE2®.</small>		Company & Candidate reviews	available on request for scheduled and Dates to suit your business	bespoke training programmes & workshops
For highlighted courses in blue call	01604	495252 for more detail or	E: <a href="mailto:trainng@jcstraining.com">trainng@jcstraining.com</a>	Office note : SSNTR