

- **PC Hire!** Available from £35 per machine per day includes delivery, installation & collection
- **Apple MAC Hire Available!** £35 per machine per day includes delivery, installation & collection
- Apple MAC Courses available
- Microsoft Windows 2008, Exchange 2010 Consultancy available
- Qualified Microsoft Consultants with over 18 years experience available
- Course Notes / Instructor Notes Design Service available
- Course Notes / Instructor Notes Translation services available. Languages available: Spanish, Japanese, French, German, Dutch and Chinese
- Spreadsheet Design & Macro Development Services available
- Microsoft Access Database Development

**sen5e**  
Training Consultancy Testing

sen5e, Alpha House, Market St, Highbridge, Bridgwater, Somerset, TA9 3BP  
call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)



# IT Desktop Applications & Personal Development

Training Schedule Autumn/Winter 2011/2

PC & Apple Mac Hire  
available!  
from £35 per day



Information Worker Solutions



call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)

Sense offers a wide variety of desktop application courses on: Microsoft Office 2003, 2007, 2010, Adobe Indesign, Flash, Photoshop and many more.

In the next sections you will find the available courses categorised by the type of application. All of the dates for the courses listed are at our Highbridge, Bridgwater centre, however we are able to deliver training at your own site or at one of our national training centres based throughout the UK.

All prices are exclusive of VAT & show the RRP for an individual attending a Scheduled course. E&EO.  
All information correct at time of publication

Sense are working hard to ensure we deliver the skills and services which are required by our customers. To assist with this we have carefully selected the following business partners:



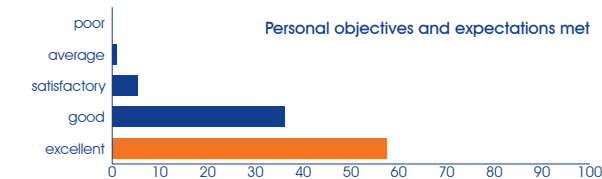
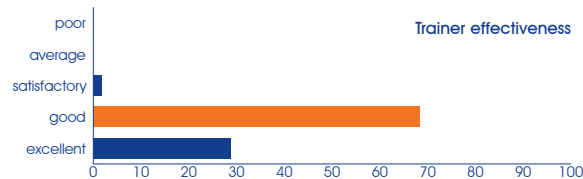
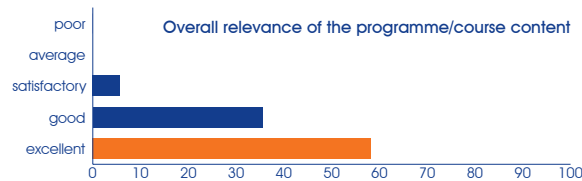
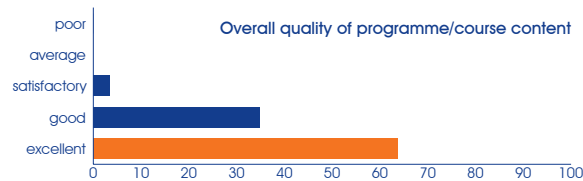
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## What Do Sense Customers Think Of Our Training?

We are pleased to publish the results of our Quality Report Service. These results are based on 1,570 independent customer reviews of our courses. At Sense we pride ourselves on our ethos of 100% customer satisfaction, we continue to strive to improve both the quality and delivery of our courses.



"A lot of effort had obviously gone into tailoring course to our needs - Thankyou"  
- Government Organisation

"The course was very detailed and fitted to our requirements exactly"  
- Commercial Building Company

"Many thanks to the Trainer for a well presented and beneficial course" - Manufacturing Company

"It was the best course I have ever been on"  
- Government Organisation

"The Sense Staff were fantastic, thank you for looking after us all so well!" - Commercial Company

### Selling Skills

Code	Course Description	October	Nov	Dec	Jan	Feb	March	April	Duration	1 Delegate	2+ Delegates
ESS001	Essential Selling Skills		4		1	4	22		1 Day	£495	£325
ASS001	Advanced Selling Skills	10		5		6	23	26	1 Day	£495	£325

### Health & Safety Training

Code	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
IOSHMS5	IOSH Managing Safety (5 Days)	9			1	13		8	5 Days	please call
IOSHWS1	IOSH Working Safely (1 Day)		20			13	12		1 Day	£895
IOSHSE1	IOSH Safety for Senior Executives (1 Day)	24	6	5				8	1 Day	£895
CIEMHBHS	CIEH Manual Handling, Basic Health and Safety			4	8		22		1 Day	£695
MHAAC	Manual Handling Assessors and Advisors Course	10	13			12		22	1 Day	£695
PRA1	Practical Risk Assessment		12	18	22	21			1 Day	£695
RM2	Risk Managers	14		26			23	12	2 Days	£1,395
FW1	Fire Wardens	16	20		15		11		1 Day	£695
FRA1	Fire Risk Assessment	24		12		1		6	1 Day	£695

## PC's, Windows & Email

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	Mar	April	Duration	RRP
PCINTRO	Windows XP/Vista/ Windows 7	PC's, Windows, the Internet & Email		6		8	5	11		1 Day	£325
WININTRO	Windows XP/Vista/ Windows 7	Microsoft Windows Introduction	9		17		13			1 Day	£325
OUTLOOKINTRO	Outlook 2002/3/2007/2010	Microsoft Outlook, Introduction	23	12	11		19		15	1 Day	£325
OUTLOOKADV	Outlook 2002/3/2007/2010	Microsoft Outlook Advanced Features & Mobile	29		24		21			1 Day	£325

## Microsoft - Includes Office 2010

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	Mar	April	Duration	RRP
WORDINTRO	Word 2002/3/2007/2010	Microsoft Word Introduction	2	27		7	21		8	1 Day	£325
WORDINTER	Word 2002/3/2007/2010	Microsoft Word Intermediate		6	11	9		10		1 Day	£325
WORDADV	Word 2002/3/2007/2010	Microsoft Word Advanced	17		18		12		20	1 Day	£325
WORDVBA	Word 2002/3/2007/2010	Microsoft Word VBA			25			11	12	1 Day	£375
WORDXLPP	Word 2002/3/2007/2010	Using Word with Excel & PowerPoint	23			15	18			½ Day	£195
WORDLDP	Word 2002/3/2007/2010	Writing Long Documents & Proposals Using Word	24			16	14		6	½ Day	£195
Apple Mac Versions available - call for further details											
EXCELINTRO	Excel 2002/3/2007/2010	Microsoft Excel Introduction	29	14	24	22	19	16		1 Day	£325
EXCELINTER	Excel 2002/3/2007/2010	Microsoft Excel Intermediate	17		4		6		8	1 Day	£325
EXCELADV	Excel 2002/3/2007/2010	Microsoft Excel Advanced		6		8		3	14	1 Day	£325
EXCELVBA	Excel 2002/3/2007/2010	Microsoft Excel VBA	22		24		5			2 Days	£850
EXCELFO	Excel 2002/3/2007/2010	Understanding Excel Formulae	15		3		19		8	½ Day	£195
EXCELPIVOT	Excel 2002/3/2007/2010	Understanding Pivot Tables & Charts	16		4		20		9	½ Day	£195
EXCELMAC	Excel 2002/3/2007/2010	Writing Macros		7		8		16		1 Day	£325
Apple Mac Versions available - call for further details											
POWPINTRO	Powerpoint 2002/3/2007/2010	Microsoft PowerPoint Introduction	16		17		21		13	1 Day	£325
POWPADV	Powerpoint 2002/3/2007/2010	Microsoft PowerPoint Advanced	10			8		25	21	1 Day	£325
POWPPRES	Powerpoint 2002/3/2007/2010	Presenting a presentation using Microsoft PowerPoint		13		9		26		1 Day	£325
Apple Mac Versions available - call for further details											
ACCESSINTRO	Access 2002/3/2007/2010	Microsoft Access Database Introduction	22	19	24	14	14		22	2 Days	£475
ACCESSINTER	Access 2002/3/2007/2010	Microsoft Access Database Intermediate	14	15	18		7			1 Day	£325
ACCESSADV	Access 2002/3/2007/2010	Microsoft Access Database Advanced	28		4	16	27	23		1 Day	£295
ACCESSVBA	Access 2000/3/2007/2010	Microsoft Access VBA	16		17		6	24		2 Days	£850
ACCESSMAC	Access 2000/3/2007/2010	Writing Macros in a Access Database	17		18		14		7	½ Day	£225
PROJFUN	NA	Mastering Project Management		6		7		15	6	3 Days	£1250
PROJINTRO	Project 2002/3/2007/2010	Microsoft Project Introduction & Design	23	26	25		6	17		2 Days	£495
PROJADV	Project 2002/3/2007/2010	Microsoft Project Advanced		20		16		11	20	1 Day	£295
PROJPMC	Project 2002/3/2007/2010	Microsoft Project with Project Management Concepts	22			1				3 Days	£950
PROJAPRE	Project 2002/3/2007/2010	Microsoft Project Appreciation		13		7		15		1 Day	£295

## Microsoft Design & Multimedia

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
SHAREPTINTRO	SharePoint Designer 2007/10	Microsoft SharePoint Designer Introduction			10			1		1 Day	£395
SHAREPTADV	SharePoint Designer 2007/10	Microsoft SharePoint Advanced		19			12		19	1 Day	£395
PUBLISHER	Publisher 2002/3/2007/2010	Microsoft Publisher Foundation		6		1	18		12	1 Day	£495
VISIOINTRO	Visio 2002/3/2007/2010	Microsoft Visio Standard, Prof, Premium Introduction	22		19		6			1 Day	£495
VISIOADV	Visio 2002/3/2007/2010	Microsoft Visio Standard, Prof, Premium Advanced		5			14		14	1 Day	£495

## Corel Draw

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
CORELDINTRO	Corel Draw 11/12/X3/X4/X5	Corel Draw Introduction		13		13		15		1 Day	£550
CORELADV	Corel Draw 11/12/X3/X4/X5	Corel Draw Advanced	15				19		13	1 Day	£550

Apple Mac Versions available - call for further details

## Web Development

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
HTMLprgm	HTML 4.0/4.01	Introduction to HTML Programming		11		7		17		1 Day	£425
HTMLAprgm	HTML 4.0/4.01	Advanced HTML Programming	24		26		6		6	1 Day	£425
HTMLwebInt	XHTML, HTML	Web Design with XHTML, HTML & CSS Introduction	10		4		18			1 Day	£425
HTMLwebAd	XHTML, HTML	Web Design with XHTML, HTML & CSS Advanced		6	24		13			1 Day	£425
MSEXPWEB	2007	Microsoft Expression Web 2007		4			14	26	12	1 Day	£595
MSSLVLGHT	2.0/4.0	Develop Web Applications Using Microsoft Silverlight 2.0	28		18		13		19	3 Days	£1395
XMLI	XML 3rd / 4th edition	XML Introduction	11		4		26			1 Day	£425
XMLTrans	XML	XML: Transformations (2nd Edition)	3		5		5		5	1 Day	£550

## QuarkXpress

Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
82912	QuarkXpress 4/5/6/7/8	QuarkXpress Introduction			6			1	5	1 Day	£595
84912	QuarkXpress 4/5/6/7/8	QuarkXpress Advanced			23			23	8	1 Day	£595

Apple Mac Versions available - call for further details

## Personal Development Training

Code	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	1 Delegate	2+ Delegates
PRES001	Effective Presentation Skills		5		22	15		12	1 Day	£495	£325
COM001	Effective Communication Skills	18		11	24	7			1 Day	£495	£325
ASE001	Assertiveness Training		6		8		22		1 Day	£495	£325
TIME001	Effective Time & Priority Management		14		13			13	1 Day	£495	£325
NEO001	Negotiation & Influencing Skills		27					19	1 Day	£495	£325
TRTR001	Train the Trainer	22	20		22		26		1 Day	£495	£325
PROJ001	Fundamentals of Project Management		5		27		12		1 Day	£495	£325
BUSPE001	Business Skills for Professional Excellence	11	26		29				1 Day	£495	£325

## Management Skills

Code	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	1 Delegate	2+ Delegates
MAN001	Managing People the Essential Skills	16		4	23		10		2 Days	£950	£650
MANNW001	Management Skills for New Managers	3	14		15	18		6	2 Days	£950	£650
MANCPP001	Managing Change, People and Processes		6		14		18		2 Days	£950	£650
DEVEP001	Developing Employee Performance		4			5		15	1 Day	£475	£325
COAEP001	Coaching Employee Performance	23		9		4			1 Day	£475	£325
BUSPE001	Business Process Re-engineering			5	21		8	13	4 Days	£1,450	£1150
FINFM001	Finance for Non Finance Managers		11		6		24		2 Days	£950	£795
CONR001	Conflict Resolution	16		26		13			1 Day	£475	£325
CONCS001	Conflict- Dealing with People in Conflict Situations		6		9		16	12	1 Day	£475	£325
CONEA001	Conducting Effective Appraisals	3	11			5			2 Days	£950	£795

## Employment Law

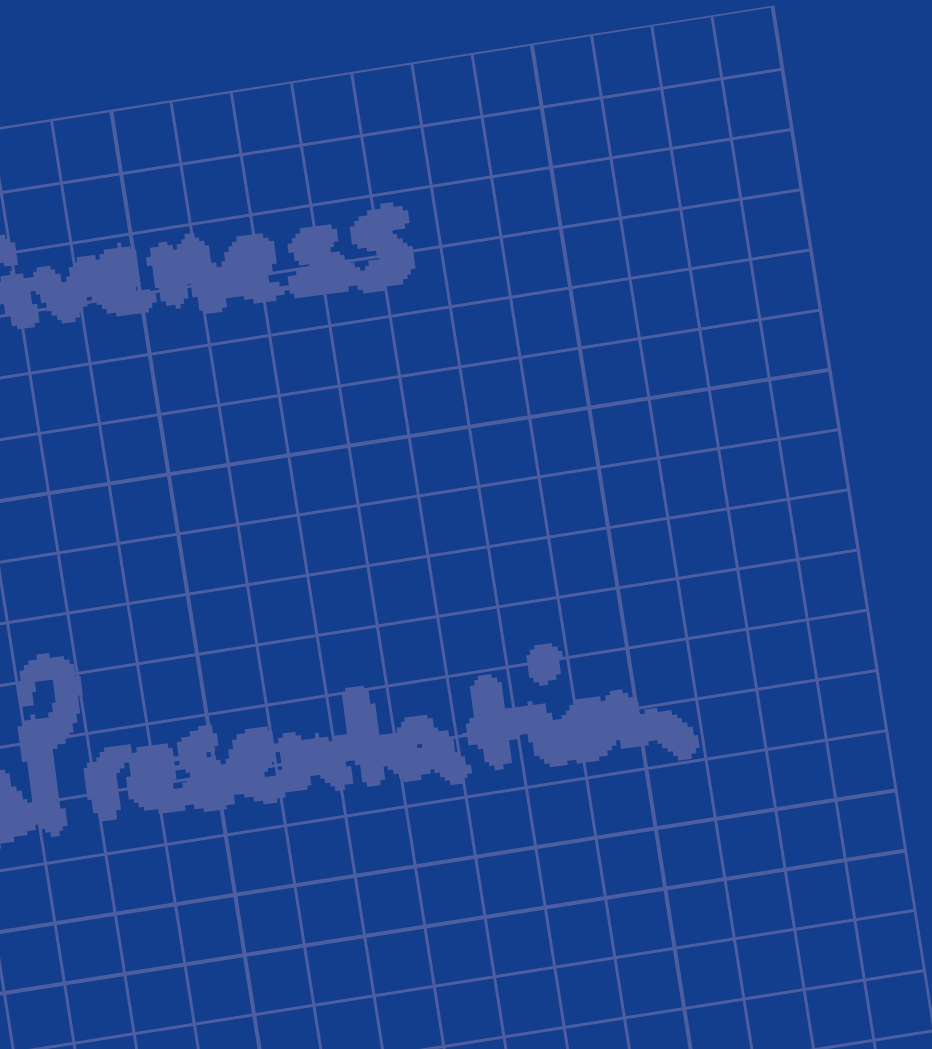
Code	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	1 Delegate	2+ Delegates
ESSEL001	Essentials of Employment Law		5		15	20		6	2 Days	£950	£650
DISG001	Discipline & Grievance Issues		13			6	11		2 Days	£950	£650
BULHA001	Bullying & Harassment at Work	15			23			18	2 Days	£950	£650
HAND001	Handling Discipline	2		9		4	19		1 Day	£475	£325

Training plays a vital role in the development and achievement of individuals and teams.

At Sense, we understand the need to train people to maximise their potential and most importantly we have the expertise, the first hand knowledge and the track record to develop the very best in bespoke training.

The following are just some of the ways we can help:

- Business process consultancy
- Bespoke training solutions
- Business focused training
- Total flexibility
- Training needs analysis
- Evaluation
- Appraisal and induction programs
- Open courses
- Experienced trainers with practical business knowledge
- Management Development Programmes
- Sales and Customer Service
- Time Management
- Presentation Skills
- Communication Skills
- Team Building
- Managing and Supervising
- Appraising and Objective Setting
- Interviewing Skills
- Media Skills
- High Performance Finance



Adobe												
Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP	
ACROINTRO	Acrobat 7/8/9	Adobe Acrobat Professional Introduction		4		13		12		1 Day	£425	
ACROADV	Acrobat 7/8/9	Adobe Acrobat Professional Advanced	20		23		13		19	1 Day	£425	
Apple Mac Versions available - call for further details												
ILLUSTCSCBI	Illustrator CS2/3/CS4/CS5	Adobe Illustrator Creating Basic Illustrations		13	16			11	15	1 Day	£425	
ILLUSTSCCI	Illustrator CS2/3/CS4/CS5	Adobe Illustrator Creating Complex Illustrations	13	18				10		1 Day	£425	
ILLUSTINTRO	Illustrator CS2/3/CS4/CS5	Adobe Illustrator Introduction		6		8		16		1 Day	£425	
ILLUSTINTER	Illustrator CS2/3/CS4/CS5	Adobe Illustrator Intermediate		21			7			1 Day	£425	
ILLUSTADV	Illustrator CS2/3/CS4/CS5	Adobe Illustrator Advanced			4			10		1 Day	£425	
Apple Mac Versions available - call for further details												
PHOTOSINTRO	Photoshop CS2/3/CS4/CS5	Adobe PhotoShop Introduction	14		26		25		1	1 Day	£425	
PHOTOSADV	Photoshop CS2/3/CS4/CS5	Adobe PhotoShop Advanced		15			18			1 Day	£425	
PHOTOCSBIE	Photoshop CS2/3/CS4/CS5	Adobe Photoshop Basic Image Enhancement	29		24		22		5	1 Day	£425	
PHOTOCSPPC	Photoshop CS2/3/CS4/CS5	Adobe Photoshop Photo Printing & Colour		5	17		19			1 Day	£425	
PHOTOCSWP	Photoshop CS2/3/CS4/CS5	Adobe Photoshop Web Production	16		18			16	15	1 Day	£425	
PHOTOSIT	Photoshop CS2/3/CS4/CS5	Adobe PhotoShop Tips & Tricks	Please call for dates								1 Day	£475
PHOTOSCC	Photoshop CS2/3/CS4/CS5	Adobe PhotoShop Colour & Corrections	22		11			15		1 Day	£475	
Apple Mac Versions available - call for further details												
84195	FrameMaker 7.2/8/9.0	Adobe FrameMaker Introduction	23		13			19	6	1 Day	£595	
78178	FrameMaker 7/7.2/9.0	Adobe FrameMaker Intermediate	14	13				9		1 Day	£595	
084116	FrameMaker 8/9.0	Adobe FrameMaker Advanced	8		17		20		19	2 Days	£1150	
Apple Mac Versions available - call for further details												
78175	Pagemaker 7	Adobe Pagemaker Introduction	17		4			3	19	1 Day	£595	
078173s3	Pagemaker 7	Adobe Pagemaker Intermediate	21		18			19		1 Day	£595	
078173s3	Pagemaker 7	Adobe Pagemaker Advanced	11		25			31	8	1 Day	£595	
Apple Mac Versions available - call for further details												
INDEINTRO	Indesign CS3/CS4/CS5	Adobe Indesign Introduction	16		12		18		12	1 Day	£495	
INDEADV	Indesign CS3/CS4/CS5	Adobe Indesign Advanced		19				18		1 Day	£495	
INDECSCBP	Indesign CS3/CS4/CS5	Adobe Indesign Migration from QuarkXpress	29		5		14	17	19	2 Days	£795	
INDECSCCS	Indesign CS/CS2	InDesign CS: Sophisticated Type, Graphics/Cross-Media Publish		11			19	25		1 Day	£495	
Apple Mac Versions available - call for further details												

Adobe (formerly Macromedia)											
Code	Software Version	Course Description	Oct	Nov	Dec	Jan	Feb	March	April	Duration	RRP
AUTHORINTRO	Authorware 6/7	Adobe Authorware Introduction	Please call for dates							1 Day	£595
AUTHORADV	Authorware 6/7	Adobe Authorware Advanced	Please call for dates							1 Day	£595
Apple Mac Versions available - call for further details											
DREAMWINTRO	Dreamweaver CS3/CS4/CS5	Adobe Dreamweaver Introduction			23			22		1 Day	£425
DREAMWADV	Dreamweaver CS3/CS4/CS5	Adobe Dreamweaver Advanced	25				13		9	1 Day	£425
DREAMWEBDEV	Dreamweaver CS3/CS4/CS5	Adobe Dreamweaver Website Development		13	16			16		1 Day	£425
Apple Mac Versions available - call for further details											
FIREINTRO	Fireworks CS3/CS4/CS5	Adobe Fireworks Introduction		6		7		11		2 Days	£950
FIREADV	Fireworks CS3/CS4/CS5	Adobe Fireworks Advanced	22			8			8	1 Day	£475
FIREWGC	Fireworks CS3/CS4/CS5	Adobe Web Graphic Creation			5		11	23		2 Days	£950
Apple Mac Versions available - call for further details											
FLASHINTRO	Flash CS3/CS4/CS5	Adobe Flash Introduction		19		15		18		2 Days	£950
FLASHADV	Flash CS3/CS4/CS5	Adobe Flash Intermediate	21		24			24	6	2 Days	£950
FLASH	Flash 4/5/MX/8	Adobe Flash Advanced Includes ActionScript 3.0	Please call for dates							1 Day	£475
FLASHAS	Flash CS4/CS5	Adobe Flash Actionsript 3.0			9			19	7	1 Day	£475
Apple Mac Versions available - call for further details											

# Personal Development & Management Skills

Training Schedule Autumn/Winter 2011/12

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