

- **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 services ltd

sen5e training services ltd, Knowle Hall, Bridgwater, Somerset, TA7 8PJ  
call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)



# IT Desktop Applications & Personal Development

## Training Schedule 2010

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 Training Services offer a wide variety of desktop application courses from, Microsoft, Corel, and Adobe.

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 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.

**Onsite training available - call now**

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 Training Services 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:



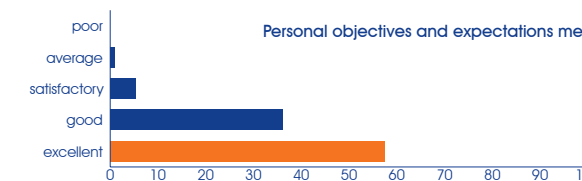
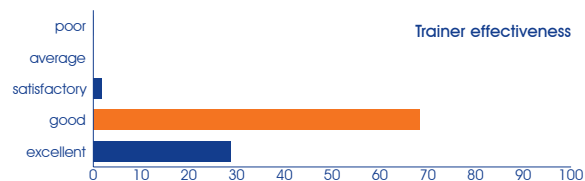
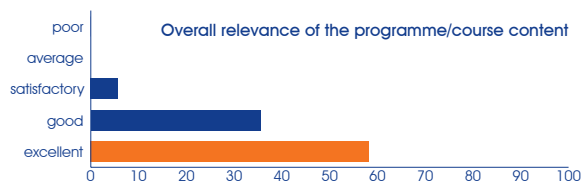
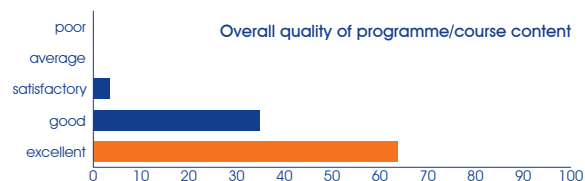
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## What Do Sense Customers Think Of Our Training?

Sense are pleased to publish the results of our Quality Report Service. These results are based on 1302 independent customer reviews of our courses since March 2005. At Sense we pride ourselves on our ethos of 100% customer satisfaction, this means we are continually striving 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	Jan	Feb	March	April	May	June	July	Duration	1 Delegate	2+ Delegates
ESS001	Essential Selling Skills		2		20	22	12		1 Day	£375	£210
ASS001	Advanced Selling Skills	11		2		4	26	14	1 Day	£375	£210

## Health & Safety Training

Code	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
IOSHMS5	IOSH Managing Safety (5 Days)	11			3	22		10	5 Days	please call
IOSHWS1	IOSH Working Safely (1 Day)		20			12	2		1 Day	£695
IOSHSE1	IOSH Safety for Senior Executives (1 Day)	29	6	1				7	1 Day	£695
CIEMHBHS	CIEH Manual Handling, Basic Health and Safety			2	7		23		1 Day	£695
MHAAC	Manual Handling Assessors and Advisors Course	7	13			11		20	1 Day	£695
PRA1	Practical Risk Assessment		30	17	21	25			1 Day	£695
RM2	Risk Managers	13		22			29	13	2 Days	£1,395
FW1	Fire Wardens	1	20		14		8		1 Day	£695
FRA1	Fire Risk Assessment	22		10		1		5	1 Day	£695

## PC's, Windows & Email

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
PCINTRO	Windows XP/Vista/7	PC's, Windows, the Internet & Email		6		7	4	1		1 Day	£250
WININTRO	Windows XP/Vista/7	Microsoft Windows Introduction	8		1		12			1 Day	£250
OUTLOOKINTRO	Outlook 2000/XP/2003/2007	Microsoft Outlook Introduction	22	9	9		18		14	1 Day	£250
OUTLOOKADV	Outlook 2000/XP/2003/2007	Microsoft Outlook Advanced	28		31		26			1 Day	£250

## Microsoft

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
WORDINTRO	Word 2000/XP/2003/2007	Microsoft Word Introduction	1	27		5	26		7	1 Day	£225
WORDINTER	Word 2000/XP/2003/2007	Microsoft Word Intermediate		5	10	7		2		1 Day	£225
WORDADV	Word 2000/XP/2003/2007	Microsoft Word Advanced	14		17		9		14	1 Day	£225
WORDVBA	Word 2000/XP/2003/2007	Microsoft Word VBA			23			8	11	1 Day	£395
WORDXLPP	Word 2000/XP/2003/2007	Using Word with Excel & PowerPoint	22			13	23			½ Day	£195
WORDLDP	Word 2000/XP/2003/2007	Writing Long Documents & Proposals Using Word	21			14	23		5	½ Day	£195
Apple Mac Versions available - call for further details											
EXCELINTRO	Excel 2000/XP/2003/2007	Microsoft Excel Introduction	29	16	22	20	23	15		1 Day	£225
EXCELINTER	Excel 2000/XP/2003/2007	Microsoft Excel Intermediate	14		3		4		10	1 Day	£225
EXCELADV	Excel 2000/XP/2003/2007	Microsoft Excel Advanced		6		6		5	14	1 Day	£245
EXCELVBA	Excel 2000/XP/2003/2007	Microsoft Excel VBA	19		21		10			2 Days	£750
EXCELFO	Excel 2000/XP/2003/2007	Understanding Excel Formulae	12		2		16		6	½ Day	£195
EXCELPVOT	Excel 2000/XP/2003/2007	Understanding Pivot Tables & Charts	13		2		16		6	½ Day	£195
EXCELMAC	Excel 2000/XP/2003/2007	Writing Macros		5		7		14		1 Day	£225
Apple Mac Versions available - call for further details											
POWPINTRO	Powerpoint 2000/XP/2003/2007	Microsoft PowerPoint Introduction	13		15		23		10	1 Day	£225
POWPAADV	Powerpoint 2000/XP/2003/2007	Microsoft PowerPoint Advanced	14			5		6	17	1 Day	£225
POWPPRES	Powerpoint 2000/XP/2003	Presenting a presentation using Microsoft PowerPoint		12		13		16		1 Day	£295
Apple Mac Versions available - call for further details											
ACCESSINTRO	Access 2000/XP/2003/2007	Microsoft Access Introduction	19	17	28	12	24		17	2 Days	£450
ACCESSINTER	Access 2000/XP/2003/2007	Microsoft Access Intermediate	13	12	15		23			1 Day	£225
ACCESSADV	Access 2000/XP/2003/2007	Microsoft Access Advanced	27		2	17	23	23		1 Day	£225
ACCESSVBA	Access 2000/XP/2003/2007	Microsoft Access VBA	12		8		8	12		2 Days	£750
ACCESSMAC	Access 2000/XP/2003/2007	Writing Macros	19		16		12		3	½ Day	£195
PROJFUN	NA	Mastering Project Management		11		5		12	12	3 Days	£950
PROJINTRO	Project 2000/2003/2007	Microsoft Project Introduction	20	12	22		8	19		2 Days	£475
PROJADV	Project 2000/2003/2007	Microsoft Project Advanced		20		17		9	14	1 Day	£275
PROJPMC	Project 2000/2003/2007	Microsoft Project with Project Management Concepts	26			5				3 Days	£850
PROJAPRE	Project 2000/2003/2007	Microsoft Project Appreciation		13		3		16		1 Day	£225

## Microsoft Design & Multimedia

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
SHAREPTINTRO	SharePoint Designer 2007	Microsoft SharePoint Designer Introduction			15			16		1 Day	£325
SHAREPTADV	SharePoint Designer 2007	Microsoft SharePoint Advanced		18			16		20	1 Day	£325
PUBLISHER	Publisher 2000/XP/2003	Microsoft Publisher Foundation		5		3	30		10	1 Day	£295
VISIOINTRO	Visio 2000/2003/2007	Microsoft Visio Introduction	28		16		9			1 Day	£295
VISIOADV	Visio 2000/2003/2007	Microsoft Visio Advanced		4			30		17	1 Day	£295

## Corel Draw

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
CORELDINTRO	Corel Draw 11/12/X3	Corel Draw Introduction		18		13		15		1 Day	£425
CORELADV	Corel Draw 11/12/X3	Corel Draw Advanced	27				23		17	1 Day	£425

Apple Mac Versions available - call for further details

## Web Development

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
HTMLprgm	HTML 4.0/4.01	Introduction to HTML Programming		27		6		20		1 Day	£375
HTMLAprgm	HTML 4.0/4.01	Advanced HTML Programming	28		23		16		4	1 Day	£375
HTMLwebInt	XHTML, HTML	Web Design with XHTML, HTML & CSS Introduction	13		3		29			1 Day	£395
HTMLwebAdv	XHTML, HTML	Web Design with XHTML, HTML & CSS Advanced		5	30		23			1 Day	£395
CCS	CCS 2nd/3rd Edition	Cascading Style Sheets		4			15	26	13	2 Days	£695
WDCCS	CCS	Web Development with Cascading Sheet Styles	27		15		22		17	2 Days	£695
XMLI	XML 3rd / 4th edition	XML Introduction	11		2		23			1 Day	£395
XMLTrans	XML	XML: Transformations (2nd Edition)	5		1		3		5	1 Day	£495

## QuarkXpress

Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP
82912	QuarkXpress 4/5/6/7	QuarkXpress Introduction			6			12	5	1 Day	£395
84912	QuarkXpress 4/5/6	QuarkXpress Advanced			28			27	7	1 Day	£395

Apple Mac Versions available - call for further details

### Personal Development Training

Code	Course Description	Jan	Feb	March	April	May	June	July	Duration	1 Delegate	2+ Delegates
PRES001	Effective Presentation Skills		30		21	15		4	1 Day	£375	£210
COM001	Effective Communication Skills	18		2	24	9			1 Day	£375	£210
ASE001	Assertiveness Training		9		7		23		1 Day	£375	£210
TIME001	Effective Time & Priority Management		18		12			12	1 Day	£375	£210
NEO001	Negotiation & Influencing Skills		27		13			10	1 Day	£375	£210
TRTR001	Train the Trainer	20	20		21		27		1 Day	£375	£210
PROJ001	Fundamentals of Project Management		2		26		2		1 Day	£375	£210
BUSPE001	Business Skills for Professional Excellence	11	24		27				1 Day	£375	£210

### Management Skills

Code	Course Description	Jan	Feb	March	April	May	June	July	Duration	1 Delegate	2+ Delegates
MAN001	Managing People the Essential Skills	20		2	26		12		2 Days	£750	£395
MANNW001	Management Skills for New Managers	5	16		18	29		3	2 Days	£750	£395
MANCPP001	Managing Change, People and Processes		4		19		19		2 Days	£750	£395
DEVEP001	Developing Employee Performance		2			2		14	1 Day	£375	£210
COAEP001	Coaching Employee Performance	28		8		1			1 Day	£375	£210
BUSPE001	Business Process Re-engineering			7	25		6	17	4 Days	£1,350	£975
FINFM001	Finance for Non Finance Managers		10		4		26		2 Days	£750	£395
CONR001	Conflict Resolution	18		28		23			1 Day	£375	£210
CONCS001	Conflict- Dealing with People in Conflict Situations		6		7		13	12	1 Day	£375	£210
CONEA001	Conducting Effective Appraisals	6	11			1			2 Days	£750	£395

### Employment Law

Code	Course Description	Jan	Feb	March	April	May	June	July	Duration	1 Delegate	2+ Delegates
ESSEL001	Essentials of Employment Law		4		19	22		6	2 Days	£750	£395
DISG001	Discipline & Grievance Issues		11			8	13		2 Days	£750	£395
BULHA001	Bullying & Harassment at Work	13			27			18	2 Days	£750	£395
HAND001	Handling Discipline	1		8		2	16		1 Day	£375	£210

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

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Adobe												
Code	Software Version	Course Description	Jan	Feb	March	April	May	June	July	Duration	RRP	
ACROINTRO	Acrobat 7/8/9	Adobe Acrobat Introduction		4		13		2		1 Day	£395	
ACROADV	Acrobat 7/8/9	Adobe Acrobat Advanced	20		29		26		18	1 Day	£395	
ACROCON	Acrobat Connect 7	Using Adobe Acrobat Connect Professional 7	Please call for dates								3 Days	£950
ACROCON6	Acrobat Connect 6	Using Adobe Acrobat Connect Professional 6	Please call for dates								3 Days	£950
Apple Mac Versions available - call for further details												
ILLUSTCSCBI	Illustrator CS2/CS3/CS4	Adobe Illustrator Creating Basic Illustrations		11	15			9	14	1 Day	£395	
ILLUSTCSCCI	Illustrator CS2/CS3/CS4	Adobe Illustrator Creating Complex Illustrations	13	30				12		1 Day	£395	
ILLUSTINTRO	Illustrator CS2/CS3/CS4	Adobe Illustrator Introduction		4		7		2		1 Day	£395	
ILLUSTINTER	Illustrator CS2/CS3/CS4	Adobe Illustrator Intermediate		18			5			1 Day	£395	
ILLUSTADV	Illustrator CS2/CS3/CS4	Adobe Illustrator Advanced			2			12		1 Day	£395	
Apple Mac Versions available - call for further details												
PHOTOSINTRO	Photoshop 7/CS2/CS3/CS4	Adobe PhotoShop Introduction	13		28		23		3	1 Day	£395	
PHOTOSADV	Photoshop 7/CS2/CS3/CS4	Adobe PhotoShop Advanced		23			19			1 Day	£395	
PHOTOCSBIE	Photoshop CS/CS2/CS3	Adobe Photoshop Basic Image Enhancement	27		29		22		4	1 Day	£395	
PHOTOCSPPC	Photoshop CS/CS2/CS3	Adobe Photoshop Photo Printing & Colour		4	30		16			1 Day	£395	
PHOTOCSRMIER	Photoshop CS/CS2/CS3	Adobe Photoshop Redefined Masking, Image effects & retouching	26			4		13		1 Day	£395	
PHOTOCSWP	Photoshop CS/CS2/CS3	Adobe Photoshop Web Production	14		15			6	17	1 Day	£395	
PHOTOSIT	Photoshop 6/7/CS2/CS3	Adobe PhotoShop Tips & Tricks	Please call for dates								1 Day	£475
PHOTOSCC	Photoshop 6/7/CS2/CS3	Adobe PhotoShop Colour & Corrections	27		10			13		1 Day	£475	
Apple Mac Versions available - call for further details												
84195	FrameMaker 7/7.2/8	Adobe FrameMaker Introduction	22		13			19	4	1 Day	£495	
78178	FrameMaker 7/7.2	Adobe FrameMaker Intermediate	13	18				1		1 Day	£495	
084116	FrameMaker 8	Adobe FrameMaker Advanced	7		15		18		18	2 Days	£950	
Apple Mac Versions available - call for further details												
78175	Pagemaker 7	Adobe Pagemaker Introduction	19		3			9	19	1 Day	£495	
078173s3	Pagemaker 7	Adobe Pagemaker Intermediate	28		16			19		1 Day	£495	
078173s3	Pagemaker 7	Adobe Pagemaker Advanced	11		30			30	10	1 Day	£495	
Apple Mac Versions available - call for further details												
INDEINTRO	Indesign CS2/CS3/CS4	Adobe Indesign Introduction	19		15		19		11	1 Day	£395	
INDEADV	Indesign CS2/CS3/CS4	Adobe Indesign Advanced		16				8		1 Day	£395	
INDECSCBP	Indesign CS/CS2	Adobe Indesign CS Creating Basic Publications	28		6		19	20	7	1 Day	£395	
INDECSCCS	Indesign CS/CS2	InDesign CS: Sophisticated Type, Graphics/Cross-Media Publish		11			26	27		1 Day	£395	
Apple Mac Versions available - call for further details												

Adobe (formerly Macromedia)			Jan	Feb	March	April	May	June	July	Duration	RRP
AUTHORINTRO	Authorware 6	Adobe Authorware Introduction	Please call for dates							1 Day	£475
AUTHORADV	Authorware 6	Adobe Authorware Advanced	Please call for dates							1 Day	£475
Apple Mac Versions available - call for further details											
DREAMWINTRO	Dreamweaver 8/CS3/CS4	Adobe Dreamweaver Introduction			23			2		1 Day	£375
DREAMWADV	Dreamweaver 8/CS3/CS4	Adobe Dreamweaver Advanced	25				30		10	1 Day	£375
DREAMWEBDEV	Dreamweaver 8/CS3/CS4	Adobe Dreamweaver Website Development		11	15			6		1 Day	£375
Apple Mac Versions available - call for further details											
FIREINTRO	Fireworks 8/CS3	Adobe Fireworks Introduction		4		5		12		2 Days	£750
FIREADV	Fireworks 8/CS3	Adobe Fireworks Advanced	28			7			7	1 Day	£375
FIREWGC	Fireworks 8	Adobe Web Graphic Creation			9		11	22		2 Days	£750
Apple Mac Versions available - call for further details											
FLASHINTRO	Flash 8/CS3/CS4	Adobe Flash Introduction		18		14		2		2 Days	£750
FLASHADV	Flash 8/CS3/CS4	Adobe Flash Advanced	20		22			27	5	2 Days	£750
FLASH	Flash 4/5/MX/8	Adobe Flash Includes ActionScript Course	Please call for dates							1 Day	£375
FLASHAS	Flash CS3	Adobe Flash CS3: Actionscript			8			19	4	3 Days	£950
FLASHHVID	Flash CS3	Adobe Flash CS3: Using Flash Video CS3	5	25				10		3 Days	£950
Apple Mac Versions available - call for further details											

# Personal Development & Management Skills

Training Schedule 2010



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