

Apprenticeship Day Release

Training Day Programme

September 2010

Outline as below:

Week Number	Topic
1	Microsoft Word Processing Essential
2	Microsoft Word Processing Intermediate
3	Writing Business Documents
4	Writing Business Documents
5	Communication Skills
6	Communication Skills - assignment
7	Microsoft Excel Essentials
8	Microsoft Excel Intermediate
9	Numeracy Skills
10	Numeracy Skills – assignment
11	Microsoft Excel Advanced
12	Microsoft PowerPoint
13	Presentation Skills
14	Microsoft Publisher
15	Project work – Communications/Numeracy
16	Evaluation – Communications/Numeracy
17	Microsoft Outlook
18	Time Management
19	Health & Safety
20	Dealing with Visitors and Reception
21	Planning a Conference/Training Day
22	Data Protection and Security/Office Practice
23	Employer/Employee Rights & Responsibilities
24	Working with Other People
25	Personal Development & Training
26	Preparing & Participating in Meetings
27	Microsoft Access Essentials
28	Checking & Maintaining IT Hardware
29	Customer Relations
30	Microsoft Access Intermediate
31	Apprenticeship evaluation
32	Apprenticeship evaluation

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