

Train to Gain Advisors Course Hotlist from HBC Academy

Course : Relevant Skills (Microsoft Office)
Cost: £120 / day for up to 3 units
Duration: 1 day at a time, very flexible. Instructor Facilitated

Relevant skills is a way that people can learn specific parts of several MS Office applications in a short space of time. They select units from within Excel, Word, Outlook, PowerPoint etc, and they can do up to three of them all in one day even if the modules are from different applications.

This means less time away from the business and cheaper costs due to only training in the areas that are relevant rather than do longer more expensive courses to get the skills needed.

Course : Build your own website in a day
Cost: £495 including domain name and 12months corporate hosting
Duration: 1 day Instructor Led

Aimed at businesses with little or no web presence that perhaps cannot afford to spend much on building and maintaining a website.

Clients will learn terminology and understand how the web works. They will choose a domain name and setup email boxes, web statistics, online forms, etc and will actually design their own website with the help of the instructor using an excellent online web builder application. They can publish their new site at the end of the day but more importantly they will have the skills to maintain it.

Some examples of sites done using this method are:

www.relevantskills.co.uk www.bentleycarhire.com www.prographo.net

Course : Improve your Selling Skills
Cost: £120
Duration: 1 day

Aimed at businesses that want to increase staff productivity. Can also be tailored to suit different individuals needs.

Steps to a sale, Overcoming objections, closing techniques, building value and qualifying customer needs, are just some of the topics covered. These tried and tested methods will increase your sales.

Course : Setting Up and Securing your Wireless Network
Cost: £240
Duration: 2 days

This course will teach you how to set up and secure your home or office wireless networks. Protect yourself from unwanted bandwidth thieves and secure your data. Know your WEP from your WPA and get online safely.

Course : Keep your PC running - Hardware & Software
Cost: £240
Duration: 2 days - 1 day hardware/1 day software (can be purchased individually)

Aimed at those without the time to spend on long PC maintenance course, these 2 days cover the essentials of keeping your computers running and printers printing. No more expensive call out charges for problems that can easily resolved with just a little knowledge.

For further info then please contact us on **020 7708 2185** or visit our website www.hbcacademy.org.uk and download our course catalogue with over 120 courses both instructor led or using video training with our virtual instructor courses.