

The Events

Productivity Workshops

Our Productivity Workshops are designed in response to the specific needs of experienced users who wished to extend their existing skills and knowledge further.

Each workshop is highly practical and focuses on a specific area of productivity. The outcome is a thorough coverage of real-world tasks and an increase in your capability.

- **Using Tables and Mail Merge:** Anyone who has used Microsoft Word tables will know how useful they are in just about any situation where text needs to be laid out neatly. In addition, if names and addresses are stored in such a table they can be used to save hours of time by mail-merging to a single document.
- **Working With Long Documents:** It is very easy in Microsoft Word to create good-looking documents - as long they are short! This workshop shows what can be done if you need to create and organise much longer documents (e.g. a technical report or novel).
- **Styles and Templates:** Both Microsoft Word and Excel have the facility to use styles and templates to create consistent looking output. Whilst you can certainly 'get by' without using them, you will nevertheless be ignoring a powerful aid to maintaining consistency and improving efficiency.
- **Graphics and Graphs:** Both Microsoft Word and Excel have features for handling graphical objects and for carrying out graphical analysis. This course aims to develop the skills needed to work with graphical images and to create custom graphs with impact.
- **List Handling and PivotTables:** Microsoft Excel has a number of facilities for analysing large quantities of data in list form. In situations where using Access would be 'overkill', Excel can do a surprisingly good job as a database package!

Prerequisites - please note that all Workshops assume a basic working knowledge of the software.

What to do Next

If you would like to discuss your needs in more detail or book a course, please contact...

John Bainbridge
0117 9022845
solutions@ttsweb.co.uk

What you will get from us

- ✓ A lively and interactive course with lots of hands-on practice
- ✓ Training delivered by experienced, supportive tutors
- ✓ Exposure to the latest ideas and thinking in each subject
- ✓ An enjoyable, challenging experience
- ✓ A full set of reference notes & support



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Special Events

Series

Introduction

Who we are...

TTS is a Bristol based company, founded in 1994 with the goal of providing high quality training at affordable prices.

Our aim is to offer a complete range of training services ranging from needs analysis and course design right through to delivery and evaluation.

We have trained organisations of every size and can deliver events across the UK.

Open programme

Sign up to our selection of 'open courses' advertised on our website. Share your experiences with people from other organisations. Benefit from real value-for-money training.

Off-the-shelf courses

Standard 'in-company' courses for up to 12 delegates. We can provide the venue, or we can come to you.

Bespoke training

In-company courses tailored to suit your organisation. Meet up with us beforehand and we will build the training specifically around your needs.

One-to-one training

An opportunity for individual, personalised training. A chance to talk around your job role and how the training directly affects it.

Specialist support services

We can facilitate seminars, discuss your current situation or provide a soundboard for your ideas.



John Bainbridge
Training Director

The Events

Team Building (for Wimps)

"Most conventional 'Team Building' events require participants to be young, super fit and seemingly insane – we see things differently!"

Aim: a bespoke team building event to be enjoyed by people of all ages and standards of fitness, and from all levels of the organisation.

Content Summary: a selection of indoor and outdoor activities based on...

- Design and construction
- Encoding and decoding
- Search and retrieval
- Local knowledge and research
- Innovation and creativity
- Observation and sensory awareness

...and supported by team de-briefing and awareness sessions.



We can come to you and use your local environment; city centre, town, or village as the basis for the activity. Or you can visit us and enjoy the delights of Bristol's historic waterfront as the backdrop for your team-building event.

The Events

Seminar Events

If you need someone to steer a seminar or group discussion then we have someone who can help! Our facilitators are experienced in working with a diverse range of organisations and always approach the task with understanding and sensitivity.

As standard, we work with clients to establish the objectives of the session and the desired outcomes, before planning how best to achieve this. After the event we provide a written summary of the key points made and establish the actions needed to make sure agreed objectives are met.

'Coffee Break Business Brainstorm'

We will bring the cakes and biscuits – you supply the coffee and your thoughts!

The aim is for you to bounce ideas around, analyse your current position, identify your next action step or simply consider the future, whilst we get to know you and your business better.

What we will do is provide you with a 'mind-map' summary of the session. We will also treat anything said as strictly confidential.

This is a free service and whilst we will be delighted to discuss training there are **no** strings attached!

Support Services

Mentoring: Our Mentors are skilled at helping others recognise the key issue associated with their role and then assisting them to develop a philosophy and approach to work which will ensure both work and life needs are met.

Systems Support: We have knowledgeable professionals who are able to advise on a variety of applications and who are skilled in Business Needs Analysis, Database Design and Visual Basic for Applications.

Project Management: We can provide competent Project Managers (with PRINCE2 accreditation, if needed), to assist with the governance of short and long term projects.