

Buffet-Style Training

An Innovative and Flexible Approach to Training

The Benefits to You...



How Does it Work?

1. Choose the MS-Office skills you would like to cover from the published list
2. Check the total number of units, bearing in mind that...
 - A half-day can accommodate up to **6** units
 - A whole day can accommodate up to **12** units
3. Send us the list and we will offer you a selection of possible dates

What's Included?

As standard we provide everything needed on the day including training laptops, printed exercises, quick guides and a full set of reference notes.

We also provide a full support service in case you have any questions after your event.

Costs

A full day for up to 6 people - £395 + VAT

A half-day for up to 6 people - £260 + VAT

Prices are for training carried out at your premises in the Bristol area. Travel costs of 40p per mile would apply to training in other parts of the UK and (depending on distance) overnight accommodation may also be required. Off-site training in Bristol can also be provided at an additional daily cost of £96 + VAT. This would then include the supply of a training room and all-day refreshments.

please call us on 0117 9022 845 if you would like a copy of the latest skills list.

Frequently Asked Questions

Q: What versions of MS-Office do you cover?

A: We can deliver training in all version of MS-Office from 2000 to 2010.

Q: What happens if I finish an element quicker than indicated (or take longer)?

A: If you finish early then you will have the option to move onto another area or try an extension exercise designed to stretch your skills. If elements take longer then you will have the choice of which subjects you want to concentrate on for the rest of the course. Usually though we would expect the timings to 'balance out' over the day and be able to cover everything you've chosen to a suitable level.

Q: What if I choose elements that have common content?

A: In this case we will aim to cover these repeated aspects only as needed (in other words we won't waste time going over old ground if you already know it!)

Q: What if I want something that's not on your list?

A: Not a problem. Let us know what it is and we will give you an estimate of how long that element should take.

Q: Can I work on exercises based on examples from my own business?

A: Usually yes. Assuming they do not contain confidential data, we can usually create exercises based on the type of activities you perform back at work.

Q: How many people can I send?

A: As many as you like (although the maximum number is usually 6 people).

Q: What if I have less (or more) than 6 people to send?

A: Please contact us and we will offer you a special price.

Q: Can I mix attendees throughout the day?

A: Within reason, yes. Our preference would be to change the course attendees at lunch time but if you have a specific need we would be pleased to consider it.

Q: Do you provide equipment?

A: Yes, everything needed to run the course is supplied by us on the day (apart from the room – although we can even supply that if you're in, or near to, Bristol!)

Q: Can you run courses off-site?

A: Yes, we can run courses at our Bristol facility (although there is an additional daily charge to cover room hire and refreshments – see the costs section above)

Q: Which areas of the country do you cover?

A: Most parts of the UK, although outside of the Bristol area a charge of 40p per mile for travel would be made and (depending on distance) overnight accommodation may also be required.

If you have a question not covered here then please do call us on 0117 9022 845 or e-mail us at solutions@ttsweb.co.uk