

We offer a range of Public Courses in IT for end Users; IT Technical / developer staff and Management skills. Courses are held in our training centre in **Wavertree Technology Park , Liverpool**. However we can bring **any course to your own premises** if you have a suitable room – all that is needed are desks and chairs and a 13 amp socket – we have laptops; printers; servers and cables.

Course dates change as courses fill up and additional ones are scheduled so rather than provide out of date information you can see course outlines and availability on our web site – **www.skillsgen.com**. Just type in the subject and you will be given a list of suitable courses together with outlines and dates.

Public courses are aimed at companies who have only one or two delegates. If you have 4 or more delegates then it may well be worth “closing” the course so you can control the content and focus on the topics that interest you. By doing this you can mix course content (e.g. some Excel and some Word) to your own needs. Call us to discuss it on **0151 221 3529**

IT End User

All Microsoft Office, from Introduction to Advanced levels, including a special range of 1 day “Making Office Work For You”. These courses are aimed at regular MS Office users who wish to improve their effectiveness and include :-

- **EXCEL: *Amazing Macros***: - Automate repetitive Excel Tasks
- **EXCEL: *Designing Spreadsheets***: How to layout a spreadsheet; prevent erroneous input; import and export; reporting techniques, Protecting worksheets
- **EXCEL: *Spreadsheet Analysis***: How to use Pivot Tables; Solver; What if analysis; Grouping and Subtotals, Using advanced formulae
- **WORD: *Creating Reports***: Styles; Indexes; Table of Contents; Annotations; Tracking changes; working collaboratively, working with long documents
- **POWERPOINT: *Effective Presentations***: Advanced techniques including animation and presentation; ten things to avoid when giving a presentation
- **OUTLOOK**: Handling mail effectively; dealing with Junk; Sharing contacts and calendars; Backup; Public folders and permissions; overview of Business Contact Manager
- **OFFICE: *Making Use of MS Office***: What is InfoPath; How to use OneNote; Scanning documents; Linking documents. Collaboration, Brief look at SharePoint

In addition to Microsoft we offer courses in Adobe; Quark; Business Objects and many other desktop applications. We are also a **Certiport Testing Centre** and so you can take your MOS / Application Specialist exams here – just give us a call to make the necessary arrangements.

IT Technician / Developer

As an Approved Microsoft learning centre we can offer the full range of Microsoft Official Courses including Server 2008; SQL; Exchange; VB .NET; Dynamics and so on. The demand for these courses varies greatly and so they may not show up as a public course on our website but please call us on 0151 221 3529 to discuss your requirements.

We are also a **Prometric Testing centre** and you can take all your exams here. We have free parking and are open most days. Contact Prometric to book your test.

Management Skills

We offer a range of management and staff development courses including Customer Care; Handling Complaints; Coaching Skills; Leading Meetings; Stress Management; Sales Skills; Report writing and many others. Please check the web site or give us a call to discuss your requirements.