

Training Courses for Autumn 2017

<i>IT Training</i>	<i>Short Courses</i>
Microsoft Word Essentials Monday 11th September 9.30am – 4pm	Lone Working Monday 18th September 1pm – 5pm
Microsoft Publisher Essentials Monday 2nd October 9.30am - 4pm	QNUK Level 2 Award in Emergency First Aid at Work (QCF) Thursday 28th September 9.30am – 4.30pm
Microsoft Word - Going Further Monday 16th October 9.30am – 4pm	QUALSAFE Level 2 Award in Food Safety in Catering (QCF) Tuesday 10th October 9.30am – 4.30pm
Microsoft Excel Essentials Monday 30th October 9.30am – 4pm	Principles of Risk Assessment Training Course Thursday 12th October 9.30am – 12.30pm
Introduction to Facebook & Twitter Tuesday, 7th November 9.30am – 12.30pm	Principles of Manual Handling Training Course Thursday 12th October 1.30pm – 4.30pm
Using Outlook Monday 13th November 9.30am – 12.30pm	Fire Training Tuesday 24th October 10am – 12pm
Using the Internet Monday 13th November 1.30pm – 4.30pm	QUALSAFE Level 2 Award in Health and Safety in the Workplace (QCF) Thursday 26th October 9.30am – 4.30pm
Microsoft Excel Formulas and Functions Monday 27th November 9.30am – 4pm	
Microsoft PowerPoint Tuesday 5th December 9.30am – 4pm	

All courses are scheduled to take place at: Wessex Community Action
Unit 6, Paxton Business Centre, Whittle Road, Churchfields, Salisbury SP2 7YR
For further information please go to www.wessexcommunityaction.org.uk