

*(NEW) - New Courses



COURSE TITLE	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC	
QUALITY & HEALTHCARE									
Computer Systems Validation (21CFR Part11)	2 Days	775.00			21			14	
FDA & GMPs – An Overview	1 Day	390.00				23			
Process Validation	2 Days	775.00	23		24		30		
Designing an Effective Quality Management System	1 Day	390.00	17						
Quality Systems Documentation	1 Day	390.00	14					4	
Technical Report Writing	1 Day	390.00				6			
Fundamentals of Calibration	1 Day	390.00	13				10		
Laboratory Safety Essentials	1 Day	390.00				16			
Good Laboratory Practice	1 Day	390.00		24					
Laboratory Systems Validation	1 Day	390.00				27			
Problem Solving & Quality Improvement Tools	1 Day	390.00		25			27		
Cleaning Validation (NEW)	2 Days	775.00	CALL FOR DATES						
Equipment Validation (NEW)	2 Days	775.00							
Design of Experiments (NEW)	2 Days	775.00							

AUDITING	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
ISO 9000:2008 (Internal Auditing)	1 Day	390.00			3			
ISO 13485:2003 (Medical Device Standard)	1 Day	390.00	22			13		
ISO 14971:2007 (Risk Assessment: Med Device)	1 Day	390.00	29				24	
ISO 14001: Environmental Management	2 Days	775.00	15					
ISO 22000 - International Food Safety Standard	2 Days	775.00	CALL FOR DATES					
Internal Quality Auditor	2 Days	775.00	30			15		

BUSINESS PROCESS IMPROVEMENT	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Six Sigma Champion for Senior Management	1 Day	390.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					
Lean Six Sigma (Green Belt)	5 Days	1675.00		31				
Process Mapping, VSA & FMEA	2 Days	775.00	27		14			17
Good Manufacturing Practice	1 Day	390.00		4				7
5 S Housekeeping	1 Day	390.00				5		
Continual Process Improvement	1 Day	390.00	10					
Basic Statistics	1 Day	390.00			11			
Statistical Process Control	1 Day	390.00					12	
Business Continuity Management (NEW)	2 Days	775.00			7			

SUPPLY CHAIN & LOGISTICS	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Purchasing Principles	1 Day	390.00	CALL FOR DATES					
Supply Chain Management Principles	2 Days	775.00						

PROJECT MANAGEMENT & MS PROJECT	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Microsoft Project Introduction	1 Day	295.00	1		16		10	
Microsoft Project Advanced	1 Day	295.00	21					8
Microsoft Project 2007 Update	1 Day	295.00		14		28		
Project Management Fundamentals	2 Days	595.00			15		9	
Goal Directed Project Management	2 Days	595.00				19		
Project Server	5 Days	1995.00	CALL FOR DATES					
CompTIA Project +	10 Evenings	675.00				5		

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HEALTH & SAFETY	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Manual Handling Essentials	Half Day	650.00 Group	CALL FOR DATES					
Fire Safety Essentials	Half Day	650.00 Group						
Fire Warden	1 Day	295.00	10		4		24	
Safety, Health & Welfare Act '05 & Gen. Applications	1 Day	350.00		26			23	
Designing an Effective Safety Statement	1 Day	350.00	20		16		30	
Health & Safety Fundamentals	1 Day	350.00		7				11
Health & Safety Representative	3 Days	695.00		17		27		
Health & Safety for Managers	2 Days	575.00			7			7
OHSAS 18001:2007	2 Days	575.00	2					2
Occupational First Aid FETAC certified (NEW)	3 Days	575.00		4		19		
Occupational First Aid FETAC certified(Refresher)	1 Day	250.00		31			9	
Manual Handling Instructor	5 Days	1195.00		10			2	
Manual Handling Instructor (Refresher)	2 Days	575.00	28		28			
Health & Safety Risk Assessment	1 Day	350.00				9		16
Working with Height 2006 Regulations	1 Day	350.00	17				18	
Abrasive Wheels	Half Day	650.00 Group	CALL FOR DATES					
Chemical Handling including REACH Regulations	1 Day	350.00						
Noise Assessment Fundamentals	1 Day	1200.00 Group						
VDU Assessor & Occupational Ergonomics	1 Day	1295.00 Group						
Vibration Assessment	1 Day	1295.00 Group						
Electrical Safety	1 Day	1295.00 Group						
Confined Space	1 Day	1295.00 Group						
Basic First Aid	1 Day	850.00 Group						
Office Safety	1 Day	850.00 Group						
Office Ergonomics & VDU Instructor/Assessor (NEW)	3 Days	695.00						

HEALTH & SAFETY CONSULTANCY SERVICES	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Safety Statement - Design & Report	1.5 Days	550.00	CALL FOR DATES					
Office Ergonomic & VDU Assessment	2 Days	800.00						
Noise/Environmental Noise Assessment	2 Days	875.00						

AUTODESK APPLICATIONS	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
AutoCAD 2010 Fundamentals	2 Days	595.00	30		29		23	
AutoCAD 2010 Advanced	1 Day	350.00		7				7
AutoCAD 2010 Update	1 Day	350.00			14		13	
AutoCAD Electrical	2 Days	895.00		31				14
Inventor Essentials	3 Days	995.00			17		16	
Inventor Advanced	1 Day	395.00		11		9		
AutoCAD Mechanical	2 Days	895.00	9			19		
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00			23			
ECDL CAD 1 Day Exam Prep (Exam Included)	1 Day	350.00			4			

LANGUAGE SKILLS FOR BUSINESS	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Basic English for the Service Sector	12 Evenings	350.00	CALL FOR DATES					
Basic English for the Retail Sector	12 Evenings	350.00						
Advanced English for Business	12 Evenings	350.00						
Basic English	12 Evenings	350.00						
Intermediate English	12 Evenings	350.00						
Advanced English	12 Evenings	350.00						
German Language Skills for Business	12 Evenings	350.00						
French Language Skills for Business	12 Evenings	350.00						
Chinese Language Skills for Business	12 Evenings	350.00						
Polish Language Skills for Business	12 Evenings	350.00						

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MANAGEMENT DEVELOPMENT			JUL	AUG	SEPT	OCT	NOV	DEC
PERSONAL & MANAGEMENT DEVELOPMENT			JUL	AUG	SEPT	OCT	NOV	DEC
Personal Effectiveness	1 Day	350.00	8			14		
Presentation Skills	2 Days	695.00		19		7		
Assertiveness Skills	1 Day	350.00	9		9		11	
Negotiation Skills	1 Day	350.00				22		
Communication Skills	1 Day	350.00		13			27	
Stress Management	1 Day	350.00			30			10
Time Management	1 Day	350.00	20		17		19	
Supervisory Management	2 Days	695.00			23		25	
CV Creation & Interview Skills (NEW)	2 Saturdays	475.00		22		10		
Redundancy Response & Upskilling for Re-Employment (NEW)	2 Days	600.00	28				7	
Well Being / Stress & Sleep Mgt / Relaxation Techniques (NEW)	1/2 Day	650.00 Group	CALL FOR DATES					

SALES & CUSTOMER CARE			JUL	AUG	SEPT	OCT	NOV	DEC
Introduction to Sales	1 Day	350.00	1			1		
Advanced Sales Techniques	1 Day	350.00			25			18
Presentation Skills	2 Days	695.00		19		7		
Call Handling and Customer Care	1 Day	350.00		12		15		
Customer Care Representative (NEW)	1 Day	350.00			2		12	
Customer Care Supervisor (NEW)	1 Day	350.00				21		17
Dealing with Aggressive/Abusive Behaviour	1 Day	350.00		28			20	
Web Marketing & Search Engine Optimisation	1 Day	350.00	3			2		

HUMAN RESOURCES, TRAINING & DEVELOPMENT			JUL	AUG	SEPT	OCT	NOV	DEC
Train the Trainer	2 Days	695.00				14		2
Recruitment & Interviewing Skills	1 Day	350.00		21		23		
Performance Appraisals	1 Day	350.00			10			11
Coaching Effectively	1 Day	350.00		27		1		
Facilitation Techniques	1 Day	350.00			4		23	
Bullying in the Workplace	1 Day	350.00					5	

LEADERSHIP			JUL	AUG	SEPT	OCT	NOV	DEC
Team Building Techniques	1 Day	350.00	21			22		
Practical Problem Solving & Decision Making	1 Day	350.00		7			5	
Team Leader Skills	2 Days	695.00		19		1		
Conflict Management & Resolution	1 Day	350.00				30		

FINANCE & STRATEGIC BUSINESS			JUL	AUG	SEPT	OCT	NOV	DEC
Finance For Non Financial Managers	2 Days	695.00	CALL FOR DATES					
Strategic Business Planning (NEW)	2 Days	695.00						
Designing an Effective Business Plan (NEW)	1 Day	350.00						
Developing an Effective Marketing Plan (NEW)	1 Day	350.00						
Start Your Own Business (NEW - Saturday Course ONLY)	3 Saturdays	995.00						

ORGANISATIONAL EFFECTIVENESS			JUL	AUG	SEPT	OCT	NOV	DEC
Time Management	1 Day	350.00	20		17		19	
Meeting Management - Conducting Effective Meetings	1 Day	350.00					13	
Professional Minute Taking	1 Day	350.00	13		25			9
Report Writing	1 Day	350.00			30		20	

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IT TECHNICAL (Exams Additional)	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC					
Windows Vista Installation & Deployment (NEW)	2 Days	895.00			14								
Virtual Server 2007 Install & Config (NEW)	3 Days	1095.00				19							
Exchange 2007 (NEW)	3 Days	1295.00					9						
Windows Terminal Server (NEW)	3 Days	1095.00						7					
M.O.M. Installation & Deployment (NEW)	3 Days	1095.00		10									
(2273) Windows Server 2003 (Covers 2274 & 2275)	5 Days	1195.00	CALL FOR DATES										
(2279) Windows 2003 Active Directory	5 Days	1195.00											
(2400) Microsoft Exchange 2003	5 Days	1295.00											
(2208) Support Skills /2000 to Server 2003	3 Days	995.00											
Windows 2003 MCDST	5 Days	1295.00											
Windows 2003 MCSA/MCSE Bootcamp	5 Days	1495.00										12	
(2733) Updating Your Database Administration Skills to SQL Server 2005	3 Days	1095.00							CALL FOR DATES				
(2073) Prog a SQL Server 00 Database	4 Days	1195.00											
(2071) Querying Microsoft SQL Server 2000 with Transact-SQL	2 Days	695.00											
(2072) SQL Admin 2000 Database	5 Days	1195.00											
SharePoint End-User Training (NEW)	1 Day	1495 (Group)											
SharePoint Technical Training (NEW)	1 Day	1495 (Group)											

COMPTIA CERTIFICATION (Exams Additional)	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
CompTIA A + Certification	10 Evenings	795.00			29			
Network + Certification	10 Evenings	795.00					5	
Inet + Certification	10 Evenings	795.00	CALL FOR DATES					
CompTIA Project + Certification	10 Evenings	795.00				5		
CompTIA Security + Certification	10 Evenings	795.00			28			

MICROSOFT.NET	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
(2310) Developing MS ASP.NET Web Applications Using Visual Studio .NET	5 Days	1495.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					
(2124) Programming with C#	5 Days	1495.00						
(2559) Introduction to MS Visual Basic .NET Programming	5 Days	1495.00						
(2562) Developing Microsoft .NET Applications For Windows (Visual Basic .NET)	2 Days	695.00						
(2373) Programming with Microsoft Visual Basic .NET	5 Days	1295.00						

PROGRAMMING	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Introduction to Visual Basic	2 Days	575.00				29		
Advanced Visual Basic	2 Days	575.00						10

ECDL CERTIFICATION (Includes Exams & SkillCards)	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Introduction to Computers / Ms Word Processing & Email/Internet (Evenings)	6 Evenings (12 hrs)	350.00				5		
(NEW) European Computer Driving Licence Syllabus V5.0 (Week Intensive Course)	5 Days	595.00		17			2	
(NEW) European Computer Driving Licence Syllabus V5.0 (Evenings)	12 Evenings	495.00			24			
(ADV ECDL) AM5 Adv Access / AM6 Adv PPT (Evenings)	8 Evenings	485.00			29			
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings)	8 Evenings	485.00					24	

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GRAPHICS & DESKTOP PUBLISHING	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Adobe PageMaker	2 Days	495.00		24				
Adobe Photoshop	2 Days	495.00				5		
Adobe Acrobat Professional	2 Days	495.00					23	
Adobe Illustrator	2 Days	495.00						
Adobe InDesign	2 Days	495.00	6		7			14

WEB DESIGN & MACROMEDIA	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Web Marketing & Search Engine Optimisation (NEW)	1 Day	350.00			24		13	
Macromedia/Adobe Fireworks & Dreamweaver - Web Design Level 1 (Beginners) (NEW)	2 Days	475.00				8		
Macromedia/Adobe Fireworks & Dreamweaver - Web Design Level 2 (Advanced) (NEW)	2 Days	475.00						3
Filemaker Programme - Fundamentals (NEW)	1 Day	350.00				23		18
Web Design Fundamentals - Using Ms FrontPage	2 Days	475.00			17		19	

MICROSOFT APPLICATIONS - Versions Office 2003 and NEW Office 2007	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Windows Vista & Office 2007 Training Courses available at Procad Training - BOOK NOW!								
Upgrading to Microsoft Office 2007	1 Day	225.00		13		8		
Introduction to Computers	2 Days	350.00	13		28		2	
Microsoft Word Introduction	1 Day	200.00	22		2		25	
Microsoft Word Intermediate	1 Day	200.00		12		7		9
Microsoft Word Advanced	1 Day	200.00	15		23		11	
Microsoft Excel Introduction	1 Day	200.00		5		21		16
Microsoft Excel Intermediate	1 Day	200.00	8		9		18	
Microsoft Excel Advanced	1 Day	200.00		26		1		2
Microsoft Excel VBA	1 Day	295.00			10		25	
Microsoft Access Introduction	1 Day	200.00	2		22		12	
Microsoft Access Intermediate	1 Day	200.00		21		22		1
Microsoft Access Advanced	1 Day	200.00			28		26	
Microsoft Access VBA	1 Day	295.00		24		29		
Microsoft PowerPoint Introduction-Intermediate	1 Day	200.00	23		3		4	
Microsoft PowerPoint Advanced	1 Day	200.00		27		14		10
Microsoft Outlook / Internet Explorer	1 Day	200.00	16		10		17	
Microsoft FrontPage Introduction-Intermediate	1 Day	225.00		6		2		
Microsoft FrontPage Advanced	1 Day	225.00			29		27	
Microsoft Publisher Introduction-Intermediate	1 Day	225.00	27			29		
Microsoft Publisher Advanced	1 Day	225.00		28				17
Microsoft Visio Introduction-Intermediate	1 Day	250.00			25		16	
Microsoft Visio Advanced	1 Day	250.00				30		
Keyboarding Fundamentals	1 Day	250.00						
Windows Vista Training	1 Day	225.00						
Call for Dates - NOTE ADDITIONAL PUBLIC DATES FOR APPLICATION COURSES ARE CONTINUALLY BEING ADDED. PLEASE DO CALL FOR A CURRENT UPDATE IF YOU REQUIRE ANOTHER DATE OPTION OR MICROSOFT CUSTOM COURSE.								
(Private Custom Group Sessions Available on all Application Courses) Call Now to Arrange								

IT TECHNICAL WRITING SKILLS	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Crystal Reports Level 1 - Ver 10 & 2008 Available	2 Days	795.00	<u>ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY</u>					
Crystal Reports Level 2 - Ver 10 & 2008 Available	2 Days	795.00	<u>ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY</u>					

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PUBLIC EVENING / SATURDAY PROGRAMMES	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
Introduction to Computers / Ms Word Processing & Email/Internet	6 Evenings (12 hrs)	350.00				5		
(ECDL) Syllabus Ver 5.0 (NEW) (European Computer Driving Licence - Certification) Exams & Skillscards Included	12 Evenings (36 hrs)	495.00			24			
(ADV ECDL) AM5 Adv Access / AM6 Adv PPT (Evenings) Exams & Skills Cards Included	8 Evenings (24hrs)	485.00			29			
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings) Exams & Skills Cards Included	8 Evenings (24hrs)	485.00					24	
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00			23			
ECDL CAD 1 Day Exam Prep (Exam Included)	2 Evenings	300.00					12	
CompTIA A+ Certification (Exams Additional)	10 Evenings	795.00			29			
CompTIA Network+ Certification (Exams Additional)	10 Evenings	795.00					5	
CompTIA Security + Certification (Exams Additional)	10 Evenings	795.00			28			
CompTIA Project+ Certification (Exams Additional)	10 Evenings	795.00				5		
MCSA/MCSE 2003 Accelerated Bootcamp (Exams Additional)	5 Saturdays	1495.00	11				14	
Occupational First Aid including AED	3 Saturdays	375.00		8		31		
Manual Handling Instructor	5 Saturdays	995.00			5		21	
Start Your Own Business (NEW)	3 Saturdays	995.00						CALL FOR DATES

EXAM CENTRE (WALK-IN)	DURATION	COST: 2009	JUL	AUG	SEPT	OCT	NOV	DEC
(NEW) Syllabus V5.0 ECDL Testing (7 Module Exams & Skillscard)	45 Mins per Exam	250.00						
Advanced ECDL Module (ATU & Exam)	60 Mins per Exam	80.00 per Module						
ECDL CAD (1 Exam Pack - includes ECDL CAD Syllabus)	90 Mins per Exam	150.00						