



The IT Trainer



IT Training Tailored To Meet
YOUR Requirements

"We only teach the stuff you need!"



IT TRAINING TAILORED TO MEET YOUR REQUIREMENTS

Established in April 2004, The IT Trainer has a proven track record in providing IT training solutions to meet the specific requirements of their clients. These solutions can be delivered either on-site, via the web and placed on your own company's website, Intranet or Portal, or via remote webinar/email training. Whatever your IT Training requirements, we can help you.

We pride ourselves on being totally flexible with the solutions we provide and do not take a 'one size fits all' approach. We recognise that all of our clients' training needs are different, and therefore we do not deliver syllabus based courses, thus ensuring that we deliver exactly what we promise in our strapline.....

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FREE, NO OBLIGATION TRAINING NEEDS ANALYSIS (TNA)

- Would you like your employees to take part in Group Workshops or receive 1 to 1 IT Training which is specific to them and will help them be more efficient in their job?
- Would you like an instant return on your investment in training - instant results and instant efficiency?

Our TNAs offer the unique opportunity for businesses large and small to receive a detailed analysis of how their efficiency can be improved by bespoke, tailored IT Training. We ascertain your exact requirements before any training is undertaken and also check the levels of each employee, to ensure that everyone gets the most out of the training. This may be via the telephone, questionnaires, or on-site if appropriate. We will provide you with a full report detailing our suggestions for improvements that can be implemented.

WE TEACH

- OUTLOOK
- EXCEL
- WORD
- POWERPOINT
- PUBLISHER
- ACCESS
- PROJECT
- ONE NOTE
- WINDOWS 8.1 AND 10
- OFFICE 2010, 2013 and 2016
- OFFICE 365
- SKYPE FOR BUSINESS (LYNC)
- SHAREPOINT
- SAGE
- SOCIAL MEDIA
- CONCUR
- ASSISTIVE TECHNOLOGY TRAINING
- CUSTOMER SPECIFIC SOFTWARE



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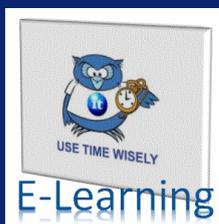
ON-SITE IT TRAINING

Are you looking to provide IT Training at your workplace? Then look no further than the services provided by The IT Trainer.

- No booking expensive meeting rooms
- No travel or overnight stays
- Cost-effective tailored training
- Bespoke sessions

This unique and tailored training is available for all of the subjects listed on the opposite page. We can even, for example, provide a half day session in Microsoft Excel for the Finance Department in the morning and a half day session in Microsoft Outlook for the Sales Team in the afternoon.

E-LEARNING



Would you like your employees to be able to access IT training materials at any time of day, 24/7/365? If the answer to this is 'Yes', tailored E-Learning from **The IT Trainer** can provide you with the solution.

You may have employees who are based in remote locations, even abroad, and to ask them to travel to Head Office, or a central location, to receive IT training is impractical and expensive. The key feature of E-Learning is that the materials can be accessed at anytime.

FLOOR WALKING SERVICE



Do your employees constantly have queries with the software they use on a daily basis - such as Microsoft Outlook, Word or Excel? These issues need resolving, but you never seem to have the time or the expertise in-house to resolve them? Our Floor Walking service gives you an experienced trainer on site and they visit as many employees as possible to assist them in resolving issues. A cost-effective and efficient IT Training service which will give immediate benefits to your business.

MICROSOFT OUTLOOK TRAINING



The objective of our Outlook training is simple – it is designed to give you and your employees time-saving techniques to ensure that you get the most out of Microsoft Outlook! By the end of the training you will know how to keep control of your Inbox – get your emails down to zero and keep it that way! You will also understand and effectively use Tasks, have an effective Calendar that works for you and know how to manage your Contacts.

“We only teach the stuff you need!”

The Football Association



“Recently I tasked The IT Trainer to conduct some Microsoft Outlook training with my team. The training was informative, totally interactive, inspirational and during the course of the workshop, we gained so much. In fact the training opened up doors that will forever remain open.”

**Ian Blanchard, Senior National Game Referee Manager,
The Football Association.**



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