

## Business Training Course Dates

September - December 2010

To find more information, course dates, or to book a place go to:  
**[www.insynchbusiness.co.uk/training](http://www.insynchbusiness.co.uk/training)** or call: **01970 630077**

All day courses are run in **Aberystwyth** from 10am to 4pm  
 Cost £120 + VAT per delegate

	Sep	Oct	Nov	Dec
<b>General Business Courses</b>				
Conflict Management	15			
Customer Service Excellence			4	
Developing a Market Strategy			11	
Managing Projects	16			
Minute Taking				7
Presentation and PowerPoint Skills	23			9
PRINCE2 (see Website for details)		11-15		
Stress Management in the Work Place		5		
Time Management	21			
Writing Effective Reports		7		

	Sep	Oct	Nov	Dec
<b>IT Courses</b>				
CorelDraw		21		
Desktop Publishing for Small Businesses			23	
Dreamweaver in a Day			3	
Effective Use of Customer Data			2	
Effective Use of Microsoft Access			18	
Effective Use of Microsoft Word	8			8
Effective Use of Microsoft Excel	30			
Microsoft Project		19		
Office 2007 in a Day			9	
Presentation and PowerPoint Skills	23			9

	Sep	Oct	Nov	Dec
<b>Web Courses</b>				
eCommunications and Social Networking		12		
eMarketing Stage 1	28			14
eMarketing Stage 2	29			15
Search Engine Optimisation	9			12



1 North Parade, Aberystwyth, SY23 2JH  
 01970 630077  
 enquiries@insynchbusiness.co.uk  
**[www.insynchbusiness.co.uk/training](http://www.insynchbusiness.co.uk/training)**

## Dyddiadau ein Cyrsiau Hyfforddiant Busnes

Medi – Rhagfyr 2010

Er mwyn cael rhagor o wybodaeth ewch i:  
**[www.insynchbusiness.co.uk/hyfforddiant](http://www.insynchbusiness.co.uk/hyfforddiant)** neu ffoniwch: **01970 630077**

Mae'r cyrsiau dydd yn gael eu cynnal yn **Aberystwyth** o 10yb tan 4yp  
 Cost £120 + TAW y person

	Medi	Hydref	Tach	Rhag
<b>Cyrsiau Busnes Cyffredinol</b>				
Rheoli Gwrthdaro	15			
Gwasanaeth Cwsmer Ardderchog			4	
Datblygu Strategaeth Farchnata			11	
Rheoli Prosiectau	16			
Cymryd Cofnodion				7
Sgiliau Cyflwyno a PowerPoint	23			9
PRINCE2 (gweler y safle we am wybodaeth)		11-15		
Rheoli Straen yn y Gwaith		5		
Rheoli Amser	21			
Ysgrifennu Adroddiadau Effeithlon		7		

	Medi	Hydref	Tach	Rhag
<b>Cyrsiau TCGh</b>				
CorelDraw		21		
Cyhoeddi Bwrdd Gwaith ar Gyfer Busnesau			23	
Dreamweaver mewn Diwrnod			3	
Datblygu Basys Data Cwsmeriaid			2	
Defnyddio Microsoft Access yn Effeithlon			18	
Defnyddio Microsoft Word yn Effeithlon	8			8
Defnyddio Microsoft Excel yn Effeithlon	30			
Microsoft Project		19		
Office 2007 mewn Diwrnod			9	
Sgiliau Cyflwyno PowerPoint	23			9

	Medi	Hydref	Tach	Rhag
<b>Cyrsiau Gwe</b>				
eGyfathrebu a Rhwydweithio Cymdeithasol		12		
eFarchnata Camau 1	28			14
eFarchnata Camau 2	29			15
Gorau o Beiriannau Chwilio	9			12



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