

Business Training Course Dates

June - December 2010

To find more information, course dates, or to book a place go to:
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

	June	July	Aug	Sep	Oct	Nov	Dec
General Business Courses							
Conflict Management				15			
Customer Service Excellence		15				4	
Developing a Market Strategy	30					11	
Managing Projects				16			
Minute Taking		13					7
Presentation and PowerPoint Skills	29			23			9
PRINCE2 (see Website for details)					11-15		
Stress Management in the Work Place					5		
Time Management				21			
Writing Effective Reports					7		

	June	July	Aug	Sep	Oct	Nov	Dec
IT Courses							
CorelDraw					21		
Desktop Publishing for Small Businesses		14				23	
Dreamweaver in a Day		6				3	
Effective Use of Customer Data						2	
Effective Use of Microsoft Access						18	
Effective Use of Microsoft Word				8			
Effective Use of Microsoft Excel				22			
Microsoft Project					19		
Office 2007 in a Day		8				9	
Presentation and PowerPoint Skills	29			23			9

	June	July	Aug	Sep	Oct	Nov	Dec
Web Courses							
eCommunications and Social Networking					12		
eMarketing Stage 1				28			14
eMarketing Stage 2				29			15
Search Engine Optimisation		7					12



1 North Parade, Aberystwyth, SY23 2JH
 01970 630077
 enquiries@insynchbusiness.co.uk
www.insynchbusiness.co.uk/training

Dyddiadau ein Cyrsiau Hyfforddiant Busnes

Mehefin – Rhagfyr 2010

Er mwyn cael rhagor o wybodaeth ewch i:
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

	Mehefin	Gorff	Awst	Medi	Hydref	Tach	Rhag
Cyrsiau Busnes Cyffredinol							
Rheoli Gwrthdaro				15			
Gwasanaeth Cwsmer Ardderchog		15				4	
Datblygu Strategaeth Farchnata	30					11	
Rheoli Prosiectau				16			
Cymryd Cofnodion		13					7
Sgiliau Cyflwyno a PowerPoint	29			23			9
PRINCE2 (gweler y safle we am wybodaeth)					11-15		
Rheoli Straen yn y Gwaith					5		
Rheoli Amser				21			
Ysgrifennu Adroddiadau Effeithlon					7		

	Mehefin	Gorff	Awst	Medi	Hydref	Tach	Rhag
Cyrsiau TCGH							
CorelDraw					21		
Cyhoeddi Bwrdd Gwaith ar Gyfer Busnesau		14				23	
Dreamweaver mewn Diwrnod		6				3	
Datblygu Basys Data Cwsmeriaid						2	
Defnyddio Microsoft Access yn Effeithlon						18	
Defnyddio Microsoft Word yn Effeithlon				8			
Defnyddio Microsoft Excel yn Effeithlon				22			
Microsoft Project					19		
Office 2007 mewn Diwrnod		8				9	
Sgiliau Cyflwyno PowerPoint	29			23			9

	Mehefin	Gorff	Awst	Medi	Hydref	Tach	Rhag
Cyrsiau Gwe							
eGyfathrebu a Rhwydweithio Cymdeithasol					12		
eFarchnata Camau 1				28			14
eFarchnata Camau 2				29			15
Gorau o Beiriannau Chwilio		7					12



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