

InSynch Training

Application Form

Please complete and submit the following form if you are interested in receiving further information and accessing the **Training** support offered by InSynch Business Services Ltd. and send to us at the address below:

Business Name	<input type="text"/>		
Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	Job Title	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Tel. No.	<input type="text"/>
eMail	<input type="text"/>		
Web site	<input type="text"/>		

Areas of interest

Training Courses

- Microsoft Office Basics
- Effective use of eMail
- eMarketing - 3 day (Beginners, Intermediate & Advanced)
- Developing Customer Databases - 2 day (Stage 1 & 2)
- Copywriting for the Web
- Digital Imaging
- Selling on eBay
- eMail Marketing

- Maintaining your own Web site
- eSecurity
- Presentation Skills
- Desktop Publishing for Small Businesses

Bespoke Training and Workshops

- Portable IT Training Suite
- One-to-one Training
- Inter-organisational Training/Workshops
- Bespoke Courses developed to meet business needs

Comments

GWASANAETHAU BUSNES

InSynch

BUSINESS SERVICES

www.insynchbusiness.co.uk

0845 257 0647

InSynch Business Services Ltd.

Celtica, Y Plas, Machynlleth, Powys. SY20 8ER

Hyfforddiant InSynch

Ffurflen Gais

Cwbwlhewch a dychwelwch y ffurflen isod i'r cyfeiriad dilynol os oes gyda chi diddordeb mewn derbyn rhagor o wybodaeth ar y cymorth **Hyfforddi** sydd ar gynnig gan Wasanaethau InSynch Cyf.

Enw Fusnes	<input type="text"/>		
Teitl	<input type="text"/>	Enw Cyntaf	<input type="text"/>
Cyfenw	<input type="text"/>	Teitl eich Swydd	<input type="text"/>
Cyfeiriad	<input type="text"/>		
Côd Post	<input type="text"/>	Rhif Ffôn	<input type="text"/>
eBost	<input type="text"/>		
Safle We	<input type="text"/>		

Maesydd o Ddiddordeb

Cyrsiau Hyfforddi

- Hanfodion Microsoft Office
- Defnyddio eBost yn effeithiol
- eFarchnata - 3 diwrnod (*Dechreuwyr, Canolradd & Uwchradd*)
- Datblygu Basys Data Cwsmeriaid - 2 diwrnod (*Cam 1 & 2*)
- Ysgrifennu ar gyfer y Wê
- Delweddau Digidol
- Gwerthu ar eBay
- Marchnata eBost

- Cynnal a Chadw eich Gwefan eich hun
- eDdiogelwch
- Sgiliau Cyflwyno
- Cyhoeddi Bwrdd Gwaith ar gyfer Busnesau Bach

Hyfforddiant Unigryw a Gweithdai

- Offer Hyfforddi TG Cludadwy
- Hyfforddi Unigol
- Hyfforddi/Gweithdai rhyng-sefydliadol
- Cyrsiau unigryw ar gyfer anghenion busnes

Sylwadau

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