

# APPLYING NEW SKILLS YOU CAN REALLY MEASURE



*“ I found Orchard Professional to be quickly aware of our needs, focussed and committed in both the training of our staff, and application of skills to our business.”*

Mick Barracough  
Bradford City Council

## Designed Around You

There is much talk these days about the skills gap. The gap represents the difference between what you know about something, and what you could really benefit from learning. Those who invest in **people** - a company's best resource find long term results and growth through proper training.

When it comes to keeping using computer technology in business, the skills gap can mean the difference between success and failure.

Instead of just click-by-click guidance to the features of software or hardware technology, Orchard transfers extensive knowledge and experience to get the most from today's computer opportunities. Whether in network design, operating systems, office applications, graphic design or technical programming, Orchard has an enviable reputation for

consistent, enjoyable and efficient IT training delivery. At Orchard we listen first to the problems your business faces, and then tailor a training solution for your needs. Whether:

- **Tutor-led hands on classroom training**
- **Individual tutoring and support**
- **On site consultancy and workshops**
- **Train-the-trainer and rollout management**

We offer the widest range of hardware and software subjects that your business needs, from introductory through to advanced level courses, and our certified trainers deliver training to the Institute of IT Training standards.

Whatever you need computers to do for you, let us show you how to make the most of them.



## Local Service, National Coverage

One training solution doesn't suit all businesses. There are times when you need to get away from the office and be undisturbed, and other times when it is best to be trained on-site. Orchard offers training when and where convenient for you whether at:

- Our dedicated training facility & head office in beautiful Gloucestershire
- One of our nationwide training locations
- Onsite at your location



## Flexible and Cost Effective

Training on the latest hardware and software doesn't have to cost the earth. With hourly rates from £45, and fixed price classroom rates that optimise the cost per delegate, Orchard's training delivers excellent value for money. Most delegates also receive full training material including a workbook, electronic sample files and completion certificates.

Our trainers are certified not only in the topic being trained, but in training delivery techniques too, ensuring that you and your staff get the most out of the training experience.



## Delivery That Works For You

Orchard understands that people learn in different ways, which is why we can also offer the latest in e-training development. Whether creating web-based distance learning solutions or multimedia DVDs offering bite-sized video and interactive tests, Orchard offers bespoke course and content creation for you.



*"We have been working with Orchard Professional since 2001 and we have always found their service to be first class."*

Darren Blake

Director of Insight IT Training Limited

### Computing Introductions

Computing for the terrified	PC Overview for business
Digital Photography	PC Hardware maintenance

### Operating Systems & Networking

Windows XP	Building & managing networks
Windows Vista	Network hardware & topology
Windows 2000/3 server admin	

### Essential Business Applications

Microsoft Word	Microsoft Outlook
Microsoft Excel	Microsoft Powerpoint
Microsoft Access	Microsoft Project
Microsoft OneNote	Microsoft Visio
Sage Accounting	Open Office
Lotus Smartsuite	

### Email & Internet

Microsoft Outlook	Dreamweaver
Microsoft FrontPage	Coldfusion
Using the internet for business	In-Design
Adobe Fireworks	

### Business Graphics & Multimedia

Corel Draw	Microsoft Publisher
Corel PhotoPaint	Multimedia Fusion
Adobe Photoshop	Illuminatus/Opus
PaintShop Pro	Adobe Premier

### Programming & Technical

Microsoft Visual Basic 6.0	ASP.Net
Microsoft VBA programming	SQL Server
Making the most of macros	HTML Language
VB.Net	Javascript
Database querying and integration	

All of the above courses are available in varying levels of depth and can be tailored to your exact business needs.

Call: (01594) 544150

Email: [training@orchardprofessional.com](mailto:training@orchardprofessional.com)

