



Business IT Skills

Meeting Your Software Skills Needs

Make the difference your people & your business need with better IT skills. Bring software to life such as MS Office, Web design and Creative suites with effective, efficient and exciting short courses.

Catalyst delivers a whole range of courses designed to give confidence with improved skills and save time in completing critical tasks.

Whether you have individuals for scheduled courses or teams for in-company, tailored or conversion courses we have a solution for you.



Catalyst Training Methodology

We provide the choice of scheduled courses or tailored training solutions to suit your specific needs.

Our tailored training methodology:

Free Training Needs Analysis: We want you to attend the right course.

Consultation: We analyse TNA results and recommend appropriate training according to your corporate goals and objectives.

Grouping: Delegates are separated into groups according to skill level, objectives and availability.

Testing: Our trainers test courses internally to ensure high-quality delivery.

Delivery: After the course delegates are asked to assess the success of the training.

Support: Delegates receive course material & helpline support on MS Office applications.

Review Meetings: To discuss the success of the training, exchange feedback and future needs.

Why Catalyst Learning & Development?

- Our quality of delivery for individuals, teams and organisations.
- We deliver both scheduled and tailored training at our premises or yours including floor walking.
- Via pre-course consultancy and training needs analysis we understand your needs and accurately group your people.
- We project manage roll-outs and conversions - we're fully scaleable - and we can even do the marketing for you!
- Full management reports available.
- Our experience - we have delivered scheduled and tailored Business IT Skills courses to thousands of clients since 1988!



Best Course Assurance™ We want you to attend the right course - we know you do too. Call one of our Training Consultants for help in assessing the best option for you.

Catalyst - Your Software Training Solution!

learning excellence, positive engagement...

Your Business IT Courses

Microsoft Office Courses

- **Microsoft Access**
- **Microsoft Excel**
- **Microsoft Outlook**
- **Microsoft PowerPoint**
- **Microsoft Project**
- **Microsoft Visio**
- **Microsoft Word**

All versions of MS Office available.

From Introduction, Proficiency to Expert and VBA Levels. **MS Excel for Finance.**

Delivered in scheduled, tailored, in-company, at-desk support, floorwalking or workshops.

Creative Suites & Web Design

- Adobe Suite
- CSS
- HTML
- Microsoft Publisher
- Microsoft Frontpage
- QuarkXpress

Benefits of Business IT Courses...

- Improved individual performance
- Increased productivity
- Improved morale
- Confident and motivated staff
- Improved 'bottom line'

The Delivery

- Outlines and course details emailed to each delegate to help them prepare for training.
- Fully indexed CD's for all Microsoft Office courses are provided to reinforce skills learnt and provide on-going workplace support.
- Courtesy help line for MS Office applications.
- All Microsoft courses are MS Office Specialist accredited and delivered to the standard.
- Continuous assessment exercises ensure each delegate reaches the required skill level.
- Training is delivered by fully employed Catalyst trainers or our vetted, MS Office Specialist accredited associate trainers, to ensure professionalism and quality of delivery.
- Post-course questionnaires ensure that any suggestions can be assessed for the benefit of future trainees.

Catalyst Holding Account

The Catalyst Holding Account is valid across all Catalyst training courses within our portfolio. It is a convenient way of managing your training process and needs of your company in the most cost effective way.

- Attractive discounts
- Full management reports
- 12 months to utilise
- Saves time
- Simple to use with your Client Relationship Manager / Client Services
- Valid for anyone within your organisation

“Very interesting course. Excellent pace and very helpful and encouraging trainer.”

Medical Research Council