

Information Technology

TheLightBulb provides a wide range of IT training and consultancy options to meet the needs of each organisation. Our flexible approach means that we can provide you with a solution which meets all your business and staff development objectives. Whether it's a 1-1 intensive workshop, a group course or a drop-in clinic at your office, we can provide it.

TheLightBulb firmly believes that for IT training to succeed:

- Classes must be small to ensure individual attention
- The training is hands-on
- The delegates are given time to try out new concepts and techniques
- The concepts taught are business orientated
- The training is tailored to the organisations needs and is not "off the shelf"

For each package we can provide a skills analysis questionnaire to be completed prior to the course, this enables our trainers to analyse the current skill level of each learner and advise on the ideal groupings for each package. It is always advisable to group the delegates in accordance to their skill levels as learners find mixed level courses frustrating and unproductive.

The following is a list of packages and levels that we find are popular with our customers, however if you require a course that is not listed below or you are not sure of the level you would require then please contact us for advice and guidance.

The outlines provided are samples listing the topics that could be covered – we would then work with yourselves to create the workshops that would best suit your organisation and learner needs.

Microsoft Training

Package	Level	Duration
Windows	Introduction	1 day
Access	Introduction	2 days
Access	Intermediate	1 day
Access	Tailormade	
Adobe	Introduction	½ day
Adobe	Intermediate	½ day
Excel	Introduction	1 day
Excel	Intermediate	1 day
Excel	Advanced	1 day
Excel	Tailormade	
Outlook	Introduction	1 day
Outlook	Intermediate	1 day
Outlook	Tailormade	

Package	Level	Duration
Project	Introduction	2 days
Project	Intermediate	1 day
Project	Tailormade	
PowerPoint	Introduction	1 day
PowerPoint	Intermediate	1 day
PowerPoint	Tailormade	
Publisher	Introduction	1 day
Publisher	Intermediate	1 day
Publisher	Tailormade	
Word	Introduction	1 day
Word	Intermediate	1 day
Word	Advanced	1 day
Word	Tailormade	

Non-Microsoft Training

Package	Level	Duration
ACT	Introduction	1 day
ACT	Intermediate	1 day
ACT	Tailormade	
Dreamweaver	Introduction	1 day
Goldmine	Introduction	1 day
Goldmine	Tailormade	
GroupWise	Introduction	1 day
GroupWise	Tailormade	
Visio	Introduction	1 day