

Course-Source Vendor Information

Jenison

Jenison are UK publishers of high quality e-learning solutions providing content, authoring and management tools to enhance productivity and effectiveness. They provide a complete range of intuitive e-learning products designed to develop the potential of both businesses and their employees.

The Impetus Plus suite of IT training products from Jenison covers the range of Microsoft Office programmes. Designed with the end-user in mind, the courseware is easy to use for both comprehensive technical skill-building and as a resource tool for flexible access.



Jenison Course List

Management Milestones Essentials

- Appraisal Interviewing
- Assertive Manager
- Best Practice for Effective Business Writing
- Budgeting Basics
- Caring for your customers
- Decision Making
- Developing Leadership
- Equal Opportunities
- Facilitation Skills
- Giving Presentations
- Health and Safety
- Investors In People
- The Learning Tool Kit
- Making Objectives Happen
- Managing Meetings Test
- Managing your budget
- Managing Yourself
- Managing Meetings
- Mentoring Skills
- Negotiation Skills
- One-to-One Training
- Persuading with Numbers
- Plan Your Own Development
- Preparing Presentations
- Preparing Your Budget
- Problem Solving
- Punctuation
- Putting Customers First
- Report Writing
- Selection Interviewing
- Setting Objectives
- Spelling
- Team Building
- The Assertive Manager Test
- The English Sentence
- Training for Non-trainers
- Understanding Balance Sheets

ECDL/ICDL Syllabus 4

- Concepts of Information Technology (IT)
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Database
- Presentation
- Information and Communication

ECDL

- ECDL Syllabus 3 (all modules)
- Basic Concepts of Information Technology
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Database
- Presentation
- Information and Communication

Microsoft Office XP

- Word XP
- Excel XP
- PowerPoint XP
- Outlook XP
- Access XP
- Windows XP

Microsoft Office 2003

- Word 2000
- Excel 2000
- PowerPoint 2000
- Outlook 2000
- Access 2000
- Frontpage 2000

Microsoft Office 2003

- Word 2003
- Excel 2003

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Jenison

Understanding Leadership

Working in Teams

Performance Troubleshooting

Project Management

Time Management

The Effective Leader

Management Milestones Masters

Business Skills

Coaching

Developing Performance

Leadership Skills

Managing Change

Team Development

PowerPoint 2003

Outlook 2003

Access 2003

Microsoft Office 2007

Word 2007 Level 1

Word 2007 Level 2

Excel 2007 Level 1

Excel 2007 Level 2

PowerPoint 2007 Level 1

PowerPoint 2007 Level 2

Outlook 2007 Level 1

Outlook 2007 Level 2

