

# *wise.co.uk*



## Training Services

### Instructor-Led Training Courses

**For individuals** improving skills enhances employability

**For businesses** improving staff skills boosts productivity and staff fulfilment

#### Specialised Instructor-Led Training and Coaching Services

Available as one-to-one training for individuals or small groups, we can arrange to provide the training on your premises at times and dates to fit in with your staffing and work schedules. We can cover **basic, intermediate** or **advanced** topics for each subject and as part of our service we provide comprehensive course notes and handouts.

Currently we are able to provide training covering:

- **Microsoft Office**
- **Microsoft Project**
- **Project Management**

***wise.co.uk***

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To see more details or to order our courses visit our web site at

**[www.wise.co.uk](http://www.wise.co.uk)**

or call **0800 093 9491**

**[sales@wise.co.uk](mailto:sales@wise.co.uk)**