

# ClearCut

## IT TRAINING

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**Since 2007,  
ClearCut IT has  
been working  
with subject  
matter experts  
who have real  
world**

**ClearCut**  
IT TRAINING

We began by delivering programmes in the IT applications and IT technical fields and continue to teach these to the highest industry standard. As a forward-thinking company, we strive to grow and respond to market needs, and as a result, we now provide Business Skills and Bespoke courses, too.

ClearCut IT are proud of our growth, which has been possible by establishing strong working relationships with our clients. These relationships have been built over time, owing to our ability to listen to the needs of our clients and in turn provide them with engaging, clear, concise training courses that exceed expectations.

## Our values

Our values are clear. To continue our success, we follow these five steps.

1

We listen to your needs to make sure courses are 100% aligned to your requirements

2

We supply you with engaging, subject matter experts with real world experience

3

We know you'll receive value for money

4

We strive to deliver an effective course which will lead to excellent results for your company

5

We manage the learning experience from beginning to end

# Types of training

## Instructor-led classroom training

The most common type of training. A trainer teaches delegates in a classroom. This includes hands-on and practical exercises. Normally up to 12 delegates.

## Seminar-style training

Often called Chalk & Talk, this is for larger classes. These include more demonstrations and less interaction. The trainer presents to delegates similar to a lecture. Normally for sixteen or more delegates.

## Floorwalking

Frequently used in conjunction with rolling out new software. Trainers literally walk the floor where the delegates are, answering questions and offering help for any problems. This is especially useful during transition periods, owing to upgrades or new software.

## One-to-One/Consultancy

A delegate may have a very specific need for training, often directly related to a business need and looking to achieve very specific results. Being a one-to-one, the trainer can focus purely on the topics that are most relevant.

# Delivery options

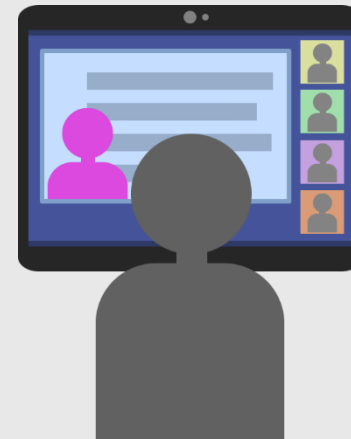
Once you've decided on the type of training you want and arranged the date it will take place, there are two options for delivery.

## Face to Face



The trainer travels to a location of your choice to deliver the training in person.

## Virtual



Training takes place online using a platform such as Teams, Zoom, or GoToMeeting.

Both options provide the same high quality course and complete satisfaction, so you're free to choose whichever approach is most convenient for you.

# How we work

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We pride ourselves on transparency and simplicity.  
Therefore, our pricing structure is clear from the outset.

**ClearCut IT charges a fixed day rate for the training being delivered rather than per delegate attending.**

This approach is simple, straightforward, and very cost effective, as many delegates can attend at no additional cost.

# Pricing

Application training day rate from

**£395**<sub>+VAT</sub>

Business skills training day rate from

**£495**<sub>+VAT</sub>

Technical courses training day rate from

**POA**

## What's included?

The trainer's day rate

Any expenses associated with the trainer attending your premises (travel, accommodation, sustenance)

Copy of coursework book or manual (PDF)

Certificate of attendance/completion of the course (PDF)

Exercise files (where applicable)

A managed learning experience from beginning to end with a dedicated and friendly account manager

# Course Library

We have a selection of industry standard courses available for you to view. However, if you would like something more tailored, we would be happy to put together a bespoke course tailored to your needs.

### IT Applications

- **Microsoft Office**

Office versions 2000 – 2019, Access, Excel, InfoPath, Outlook, PowerPoint, Project, Publisher, VBA, Visio, Word, Excel Dashboards/Power BI

- **Office 365**

OneNote, OneDrive, Teams, SharePoint, Power BI, Power Apps, Power Automate, Skype for Business, Delve/Sway/Yammer

- **Office for MAC – all versions**

- **Adobe Creative Cloud**

After Effects, Captivate, Coldfusion, Dreamweaver, Fireworks, Flex, InDesign, Illustrator, Photoshop, Premiere

- **Sage**

Accounts, Payroll

- **Crystal Reports**

All levels and versions

- **Other**

Bespoke databases and systems, CorelDraw, Google Apps, Keynote, Lotus Notes, SEO, Google Analytics



# Course Library

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## IT Technical

- **Microsoft Office**

Azure Administration  
Azure Development  
Azure Architect  
Azure DevOps  
Azure Security  
CRM – all versions  
SharePoint – all versions  
SQL and Power BI – all versions  
Windows Server – all versions  
Visual Studio ASP.NET VB C# ADO  
Office 365 Administration and  
Troubleshooting/Security and Governance

- **Cisco**

ICND 1 and 2  
Security  
Wireless

- **Web Development**

JavaScript  
HTML  
CSS  
PHP  
jQuery  
XML  
UML

- **IT Security**

CISSP  
CASP  
CEH (Certified Ethical Hacker)  
Cyber Security

- **Linux & Unix**

- **Oracle**

- **CompTIA**

A+  
N+  
Security+  
Server+  
CASP+  
CySA+

## Business/Soft Skills

MoR ®  
Change Management ®  
PRINCE2 Agile ®  
Agile/SCRUM  
ITIL ®  
PRINCE2 ®  
MSP ®  
AgilePM ®  
Six Sigma

# Course Library

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## General Business courses

- Anger Management
- Appraisals
- Assertiveness
- Business Letter and E-mail Writing
- CBT (Cognitive Behavioural Therapy)
- Chairing Meetings
- Change Management
- Coaching Skills
- Commercial Awareness
- Communication Skills
- Complaints Handling
- Confidence Building
- Conflict Management/Resolution
- Customer Care/Customer Service
- Data Protection/GDPR
- Dealing with Difficult People/Customers or Situations
- Disciplinary Procedures
- Effective Meetings
- Emotional Intelligence
- Employment Law Introduction
- Employment Law Advanced
- Equality & Diversity
- Evaluation of Training and Development
- Event Management
- Facilitation Skills
- Finance for Non-Finance Managers
- First Aid/Emergency First Aid
- Influencing Skills
- Interview Skills for Candidates
- Interviewing Skills for Interviewers
- Leadership Skills
- Management Skills – New Managers
- Management Skills – Middle Managers
- Management Skills – Senior Managers
- Media Public Speaking
- Mediation Skills
- Mental Health Awareness
- Minute Taking
- Negotiation Skills
- NLP
- Personal Effectiveness
- Presentation Skills Introduction
- Presentation Skills Advanced
- Project Management
- Public Speaking
- Receptionist Skills
- Recruitment and Selection
- Report Writing
- Returning to Work
- Risk Management
- Sales Negotiation & Presentations
- Sales Techniques (Telephone-based)
- Sales techniques (Face to face)
- Stress Management
- Substance Abuse (Drug & Alcohol)
- Suicide Prevention
- Supervisory Skills
- Surviving Redundancy
- Team Building
- Telephone Techniques
- Time Management
- Train The Trainer
- Train the IT Trainer

**Please contact us if you  
require a course not listed here**

For enquiries of any kind or to discuss your requirements, please feel free to get in touch.

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