

When results matter, Daltron Training makes a difference!

■ PROFESSIONAL INSTRUCTORS

■ TRAINING DELIVERY

■ TRAINING FACILITY

■ NATIONAL COVERAGE

JULY COURSES

INTRODUCTORY COURSES

	Date	
Access 2003- Introduction	19-21	Full Day
Excel 2003 - Introduction	8-9	Full Day
MS Access 2007-Introduction	12-14	Full Day
MS Excel 2007-Introduction	19-20	Full Day
MS PowerPoint 2007-Introduction	1-2	Full Day
MS Project 2007 – Introduction	15-16	Full Day
MS Publisher 2007 – Introduction	1-2	Full Day
Intro to Computer Skills & Windows	8-9	Full Day
Word 2003-Introduction	1-2	Full Day

INTERMEDIATE COURSES

Excel 2003 – Intermediate	15-16	Full Day
MS Access 2007 – Intermediate	12-14	Full Day
MS Excel 2007 – Intermediate	26-28	Full Day
MS Word 2007 – Intermediate	5-7	Full Day
Word 2003 – Intermediate	22-23	Full Day

ADVANCED COURSES

Excel 2003 – Advanced	28-30	Full Day
MS Outlook 2007- Advanced	21-23	Full Day
MS Word 2007 – Advanced	26-28	Full Day
Project 2003-Advanced	7-9	Full Day
MS Word 2003 – Advanced	28-30	Full Day
MS Excel 2007 - Advanced	28-30	Full Day

IT SPECIALIST TRAINING

2277 - Impl, Mgn, and Maintaining a MS Win Server 2003 Network Infrastructure: Network Services	5-9	Full Day
2278 - Planning & Maintaining MS Win Server 2003	26-30	Full Day
2778 - Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	7-9	Full Day
CompTIA A+ 2009 Practical Application, Support Skills	19-23	Full Day
ICND1 – Interconnecting Cisco Networking Devices Part 1 v10	19-23	Full Day
ICND2 – Interconnecting Cisco Networking Devices Part 2 v10	26-30	Full Day
2276 - Impl, Maintaining & Managing MS Win Svr 2003, Network Infrastructure: Network Host	1-2	Full Day
6292 - Installing and Configuring Windows 7 Client	5-7	Full Day
6410 - Getting Started with Windows Server 2008 Hyper-V	27	Full Day

6408 - Getting Started with Server Management in Win Server 2008	26	Full Day
6416 - Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	12-15	Full Day
HP Blade Server-Insight Control Fundamentals & Systems Administration	12-15	Full Day

PERSONAL DEVELOPMENT TRAINING

Certificate II – Occupational Health & Safety	26-30	Full Day
Excellence in Customer Service	26-27	Full Day
Effective Workplace Communication Skills	29-30	Full Day
Outstanding Personal Assistant in PNG	19-20	Full Day
Project Management Fundamentals	19-20	Full Day
Management Skills	1-2	Full Day
Managing Quality Customer Service	8-9	Full Day
Managing Performance	5-6	Full Day
Negotiation Skills	12-13	Full Day
Change Management	21-22	Full Day
Professional Selling Services	15-16	Full Day
Train the Trainer – ‘Workplace Training’	26-30	Full Day

AUGUST COURSES

APPLICATION TRAINING

	Date	
MYOB-Basic (Accounting Plus v16/Premier v10)	16-19	Full Day

INTRODUCTORY COURSES

Crystal Report v10 - Basic	30-31	Full Day
Excel 2003 - Introduction	26-27	Full day
MS Outlook-2007 Introduction	5-6	Full day
MS Word 2007 – Introduction	12-13	Full Day
Office 2007 - New Features	9-10	Full Day
PowerPoint 2003-Introduction	19-20	Full Day
Project 2003-Introduction	16-17	Full Day
Publisher 2003 - Introduction	16-17	Full Day
Word 2003-Introduction	2-3	Full Day

INTERMEDIATE COURSES

Access 2003- Intermediate	4-6	Full Day
MS Word 2007 – Intermediate	26-27	Full Day
Word 2003 – Intermediate	30-31	Full Day

ADVANCED COURSES

Access 2003 - Advanced	11-13	Full Day
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MS Access 2007 – Advanced	9-11	Full Day
MS PowerPoint 2007 – Advanced	16-18	Full Day
MS Project 2007 – Advanced	23-25	Full Day
MS Publisher 2007 – Advanced	25-27	Full Day
PowerPoint 2003 – Advanced	30-31	Full Day

IT SPECIALIST TRAINING

2279 - Planning, Impl, & Maintaining a MS Win Server 2003 Active Directory Infrastructure	16-20	Full Day
2779 - Implementing SQL Server 2005 Database	16-18	Full Day
6294 - Planning and Managing Windows 7 Desktop Deployments and Environments	23-27	Full Day
6420 - Fundamentals of Win Server 2008 Network & Application Infrastructure	9-13	Full Day
6421 - Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	16-20	Full Day
6424 - Fundamentals of Win Svr 2008 Active Directory	11-13	Full Day
5047 - Introduction to Installing & Managing Microsoft Exchange Server 2007 SP1	2-4	Full Day
5049 - Managing Messaging Security using Microsoft Exchange Server 2007	5	Full Day
5050 - Recovering Messaging Servers Database using Microsoft Exchange Server 2007	6	Full day
5051 - Monitoring & Troubleshooting MS Exchange Svr 2007	9-10	Full Day
5060 - Implementing MS Win SharePoint Services 3.0	23-24	Full Day
5061 - Implementing MS Office SharePoint Server 2007	25-27	Full Day

PERSONAL DEVELOPMENT TRAINING

Certificate III – Occupational Health & Safety	2-6	Full Day
Certificate IV – Occupational Health & Safety	9-13	Full Day
Conflict Resolution & Negotiating Skills	30-31	Full Day
Managing Time, Managing Yourself	9-10	Full Day
Management Skills for the Executive Secretary	19-20	Full Day
Project Management Fundamentals	26-27	Full Day
Receptionist Skills	16-17	Full Day
Supervisory Skills in PNG	12-13	Full Day
Telephone Skills	2-3	Full Day
The Outstanding Personal Assistant Part 2	23-24	Full Day
Writing Effective Reports	5-6	Full Day

July & August Courses

Special Offers!!

1

Any individual who attends any training course in JULY will go into the draw to WIN a HP iPAQ 112 Classic Handheld PDA...

2

Any company who sends an employee on any training course in July will receive 10% off all Personal Development courses booked for AUGUST...



**BOOK NOW!!!
LIMITED SEATS
AVAILABLE**

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