

**BUILDING
SMARTER
BUSINESS**

**Paradise**
TRAINING FOR BUSINESS



ERP Solutions



Development



IT Services



Cloud



Training

transformative business training

Welcome

Kerry Vollmer

Training Co-ordinator



Since 1987, Paradise Training has been at the forefront of business training, empowering professionals in Northamptonshire and beyond. Nestled in the picturesque Althorp Estate, our state-of-the-art training suite offers an inspiring environment for growth and learning.

Why Choose Paradise Training?

- 1. Specialised Expertise:** With a focus on Microsoft Applications and Professional Development courses, our tailored programs ensure that you receive relevant and up-to-date training.
- 2. Versatile Training Options:** Whether at our beautiful Althorp Estate location, your office, or online, our experienced trainers are ready to meet your needs.
- 3. Proven Pedigree:** With almost four decades of experience, our reputation for excellence speaks for itself. We've been a trusted partner for countless businesses, helping them thrive in an ever-changing landscape.
- 4. Investment in Your Success:** Training with Paradise is more than just a course; it's an investment in your team's future. Enhance productivity, foster innovation, and build a more cohesive workforce with our comprehensive training solutions.

Contact us today to discover how we can help you achieve your professional goals.

Call us today on 01604 655900 or visit www.paradisetraining.co.uk to explore our courses and schedule your next training session.



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Call Paradise Training on 01604 655900 to schedule a free 15-minute exploration or to request a Training Needs Analysis.

Discover the perfect path for your team's professional growth today!



Business Training

for your people

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Microsoft Excel Introduction

Welcome to our one-day introduction to Excel training course! Designed for beginners, this course will guide you through the essential functions and features of Excel. You'll learn how to create spreadsheets, perform basic calculations, and format data. By mastering these foundational skills, you'll be well on your way to becoming proficient in one of the most widely-used business tools in the world.

Module One

The quick access toolbar, opening, closing & saving workbooks, getting help, cell referencing, entering & deleting: text, numbers and dates. Autofill, selecting cells, columns, rows. Cut, copy & paste data, converting files.

Module Two

Font alignment options, format painter.

Module Three

Number styles, decimal point display, applying & removing comma style formatting, currency symbols, percentages, date styles.

Module Four

Entering a formula, calculating percentages, BODMAS order of operations, relative & absolute cell referencing, formula error messages.

Module Five

Sum, average, min/max, count, countblank.

Module Six

Inserting a line, column, pie chart, formatting charts, deleting and moving.



£225 +VAT one-day course for individual delegates



£200 +VAT for two or more on same course



£850 +VAT for up to 12 delegates



Refreshments & buffet lunch included at Paradise



Free on-site parking & EV charging available



Microsoft Excel Intermediate

Take your Excel skills to the next level with our one-day Intermediate Microsoft Excel training course.

Building on the basics, this course delves into more complex functions, data analysis, and visualisation techniques. You'll discover how to leverage Excel's powerful features to streamline your workflow and enhance decision-making.

Ideal for those who have some experience with Excel and want to deepen their understanding.

Module One

Naming ranges, hide/unhide columns & rows, conditional formatting, format painter and hyperlinks.

Module Two

Creating/using outlines, freezing panes.

Module Three

Calculating with dates, VLOOKUP, linking worksheets & workbooks, using the IF formula.

Module Four

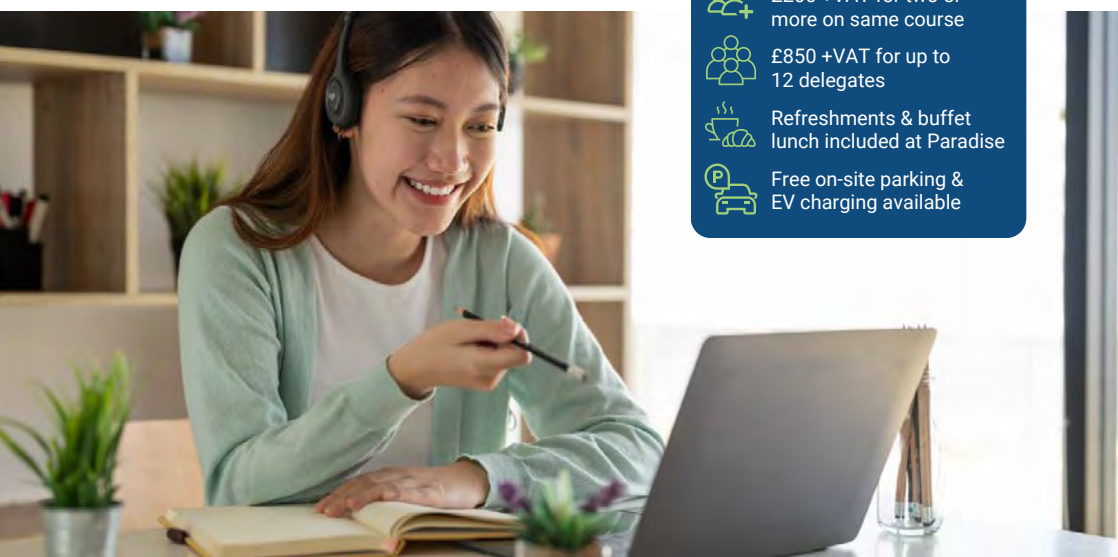
Setting up lists, sorting & auto filtering, creating subtotals.

Module Five

Creating a secondary axis, combined chart types, custom format charts.

Module Six

Passwords to open & modify, protect sheets & cells, changing default options & using auto correct.



£225 +VAT one-day course for individual delegates



£200 +VAT for two or more on same course



£850 +VAT for up to 12 delegates



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Free on-site parking & EV charging available

Microsoft Excel Advanced

Welcome to the pinnacle of Excel mastery with our one-day Advanced Microsoft Excel training course! This course is tailored for seasoned Excel users looking to unlock the full potential of this robust tool. You'll explore advanced formulas, automation, macros, and more, enabling you to perform complex analyses and automate repetitive tasks. Prepare to become an Excel power user and drive efficiency like never before.

Module One

Using paste special to add, subtract, multiply & divide, paste special 'values', transpose.

Module Two

Nested functions, consolidating data using a 3-D reference sum function, mixed references within formulas.

Module Three

Types of validation, setup rules, display help & error messages.

Module Four

Dsum, Dmin, Dmax, Dcount, Daverage.

Module Five

Creating and using a pivot table, filtering & sorting data, automatically grouping data, manually grouping data.

Module Six

Whole number, decimal number, list, date, time, text length, input messages, error alerts, removing data validation.

Please note, this course does not cover VBA.



£225 +VAT one-day course for individual delegates



£200 +VAT for two or more on same course



£850 +VAT for up to 12 delegates



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Training Needs Analysis

Discover Your Perfect Excel Course with Paradise Training!

Not sure where to start or which Excel course suits your current skill set?

Let us guide you!

At Paradise Training, we prioritise your learning journey. Simply get in touch with us, and we'll provide you with a **FREE Training Needs Analysis (TNA)**.

This simple to complete assessment evaluates your existing knowledge of Excel. Based on your responses, we'll recommend the ideal training level tailored just for you.

Don't leave your learning to guesswork; let our experts ensure you embark on the right path to mastering Excel.



Introductory

Our introductory course in Microsoft Excel is ideal for individuals with little to no experience with the software. It's perfect for those seeking to understand foundational functions, simple data entry, and basic spreadsheet navigation. This course provides the groundwork to begin your Excel journey.



Intermediate

If your evaluation reveals a solid understanding of Excel's primary functions, our Intermediate course is suited for you. You're skilled in managing standard operations and features and our intermediate classes will deepen your expertise and expose you to advanced functionalities.



Advanced

Achieving an Advanced score demonstrates your mastery of Excel, encompassing intricate tasks and the use of sophisticated features. Our advanced courses will delve deeper, exploring intricate functionalities and expert-level techniques to elevate your expertise.

Call 01604 655900 or email training@paradisecomputing.co.uk today to request your copy of the Microsoft Excel Training Needs Analysis

Microsoft Teams

Join us on a half-day Teams training course to transform the way your organisation communicates and collaborates. Learn about channels, chats, meetings, voice calls, document collaboration, file storage, sharing and retrieving information, all in one platform.

Introduction to Microsoft Teams

- Overview of Microsoft Teams
- Integration with Office 365

Setting Up and Navigating

- Setting up your Teams environment
- Understanding the user interface

Creating and Managing Teams

- Create a Team and add members
- Setting up permissions and settings

Channels

- Creating, managing, deleting channels
- Using channels for topics or projects

Chats and Conversations

- Starting one-on-one or group chats
- Using mentions and other chat features
- Managing chat settings, notifications

Meetings and Voice Calls

- Scheduling and joining meetings
- Using audio/video features in meetings
- Making and receiving voice calls

Document Collaboration

- Collaborating on documents in real-time
- Using the integrated Office 365 apps like Word, Excel, and PowerPoint in Teams
- Tracking changes and version history

File Storage and Sharing

- Understanding the file storage system
- Uploading, sharing, and managing files

Retrieving Information

- Find messages, files, and other content
- Utilising tabs and apps



£175 +VAT one-day course for individual delegates



£150 +VAT for two or more on same course



£650 +VAT for up to 12 delegates



Refreshments & buffet lunch included at Paradise



Free on-site parking & EV charging available



"We sent a number of people from the CDR Pumps (UK) Ltd team over to their top facilities in Althorp for some Microsoft Teams training on Friday - it blew our mind what you can do with it and already we are utilising the excellent skills learnt! Well done all, highly recommend these guys for IT training!"

Managing Director, CDR Pumps (UK) Ltd

Power BI Introduction

In today's data-driven landscape, the ability to transform raw numbers into actionable insights is more than a skill – it's a superpower. That's where Power BI comes into play, and we're here to guide you every step of the way.

Introducing our comprehensive Power BI Training Course, designed for beginners.

Whether you're looking to create stunning visualisations, delve into data analysis, or streamline your reporting processes, this one-day course has something for you.

With its user-friendly interface and robust capabilities, Power BI empowers you to create compelling dashboards & reports from various data sources.

Course Content: One-Day Course

Building Blocks of Power BI
Getting Started
First Visualisation
Adding a Matrix of data
Simple Charts
Maps
Adding a Card
Adding Slicers
Interactivity in Dashboards
Formatting Reports
Entering your own data

Filtering data using queries
Databases and Power BI
Drilling & expanding Chart Data Hierarchies
Drill Down & Drill Up
Including and Excluding data points
Formatting Charts
ToolTips
Chart Analytics
Further Maps
Creating ArcGIS Maps
Filtering Data



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£850 +VAT for up to
12 delegates



Refreshments & buffet
lunch included at Paradise



Free on-site parking &
EV charging available



Microsoft Applications



Microsoft Word: one-day course

Dive into the world of professional document creation with our Microsoft Word training course. At Paradise Training, we guide you through the intricacies of Word, from basic document formatting to advanced features like mail merge and macros. Whether you're a beginner or looking to refine your skills, our courses ensure you master the art of efficient word processing, making document creation seamless and professional.



Microsoft PowerPoint: one-day course

Unlock the power of impactful presentations with our Microsoft PowerPoint training. Paradise Training offers a comprehensive course that covers everything from basic slide creation to advanced animation techniques. Learn how to captivate your audience, design compelling slides, and deliver your message with confidence. With our hands-on approach, you'll be creating presentations that resonate, inform, and inspire in no time.



Microsoft Outlook: one-day course

Stay connected and organised with our Microsoft Outlook training course. Paradise Training helps you navigate the world of emails, calendars, tasks, and contacts with ease. Discover the best practices for managing your inbox, scheduling meetings, and setting reminders. With our expert guidance, you'll transform Outlook into a powerful tool that streamlines your communication and boosts your productivity.



Microsoft Project: two-day course

Master the art of project management with our Microsoft Project training. At Paradise Training, we equip you with the tools and techniques to plan, execute, and monitor projects effectively. Learn how to set timelines, allocate resources, and track progress. Whether you're managing a small team project or overseeing a large-scale operation, our course ensures you harness the full potential of Microsoft Project to deliver outstanding results.

Professional Development

We understand that the success of your business is built on the expertise and growth of your team.

Our Professional Development training courses are meticulously designed to empower your staff with the skills, knowledge, and confidence they need to excel in today's dynamic business environment.

Training isn't just about ticking a box; it's about real growth, both for your company and your employees. From leadership and communication to technical and industry-specific skills, Paradise's comprehensive training courses are tailored to meet the unique needs of your organisation.

Our courses are led by seasoned professionals who know the ins and outs of business applications.

They'll help your team not only learn new skills but also apply them in ways that make sense for your business.

Your staff will gain confidence, become more adaptable, and see new opportunities for their own career paths. We're here to make training engaging, relevant, and genuinely useful.

Unlock the potential within your team. Join us for a transformative learning experience that translates into real-world success.



£1,200 +VAT one-day course for up to 12 delegates



Refreshments & buffet lunch included at Paradise



Free on-site parking & EV charging available



Empowering Growth: Advancing Your Professional Journey



Professional Development



Personality Types (Myers Briggs): one-day course

Discover fascinating insight into different personality types in the workplace and your personal life. The Myers Briggs Type Indicator (MBTI) provides a constructive, flexible and liberating framework for understanding individual differences and strengths. Your MBTI profile reveals how you see and interact with the world, what motivates you and provides a strong foundation for personal growth and professional development.



Dealing with Difficult People: one-day course

Ever been at a loss when faced with a demanding client or a stubborn colleague? Master the art of handling challenging personalities at work. With real-life examples and actionable strategies, this course equips you with the confidence and professionalism to navigate tough situations. Learn enhanced communication techniques to defuse tension, turn conflict into constructive conversations and understand diverse personalities and their motivations.



Effective Communication & Influencing Skills: one-day

Gain insight into the intricate world of communication where tone, body language, and facial expressions play pivotal roles. This course unravels the layers of effective communication, teaching you the subtle nuances of tone and the power of non-verbal cues. Learn techniques to influence with authenticity and confidence and assertiveness skills to stand your ground while respecting others. Communicate with clarity, conviction and compassion.



Emotional Intelligence: one-day course

Gain insight into the intricate world of communication where tone, body language, and facial expressions play pivotal roles. This course unravels the layers of effective communication, teaching you the subtle nuances of tone and the power of non-verbal cues. Learn techniques to influence with authenticity and confidence and assertiveness skills to stand your ground while respecting others. Communicate with clarity, conviction and compassion.

Charting Success: Refining Your Professional Pathway



Professional Development



Problem Solving & Decision Making: one-day course

The heart of leadership lies in tackling challenges head-on. But what if you could do it with more finesse, strategy, and confidence? Learn robust techniques to dissect complex issues and find viable solutions. Find a structured approach to decision-making. Gain the confidence to face any challenge, knowing you have the tools to overcome it. Equip yourself with a proven process that will not only enhance your problem-solving skills but also propel your career.



Presentation Skills: one-day course

Ever watched a speaker hold an audience spellbound and wished you could do the same? With our intensive Presentation Skills course, you can! Every word you speak, every slide you showcase, and every gesture you make is a chance to leave an indelible mark on your audience. A presentation isn't just about sharing information; it's about telling a story, selling an idea, and igniting passion. Emerge as a presenter who doesn't just speak, but truly connects.



Team Building: one-day course

Dive into the dynamic world of team building. Our intensive course is crafted not just to talk about teamwork but gives you the chance to experience it. Engage in interactive sessions that blend theory with real-world application. Participate in hands-on exercises tailored to reinforce each concept. Discover the nuances of effective teamwork and the roles individuals play. Unearth the secrets to fostering trust, understanding, and mutual respect within a team.



Data Security Awareness: one-day course

Spot the unseen vulnerabilities within an organisation. In today's digital age, while external threats loom large, the real challenge often lies within. Take a deep dive into the intricacies of data breaches and their potential impact. Gain insight into how internal vulnerabilities, often unintentionally introduced by employees, can be the gateway for external threats. Foster a culture of security awareness among employees and be the first line of defence against data threats.

Room Hire & venue facilities



Discover the Ideal Setting for Your Next Meeting or Training Session!

Nestled in a picturesque location, just a stone's throw away from Northampton town centre, Paradise Training offers a premium space tailored for your professional needs.

Why Choose Paradise Training?

Scenic Location: Situated within 10 minutes of Northampton town centre, our venue promises both convenience and beauty.

Hassle-Free Parking: Forget the parking woes! We offer ample FREE parking spaces.

Complimentary Refreshments: Enjoy FREE refreshments and snacks in our coffee bar area. Perfect for those mid-meeting breaks!

Our All-Inclusive Room Hire Package Features:

- Spacious room adaptable to various table/desk configurations
- Seating comfort for 12 with plush chairs
- State-of-the-art 70" screen/monitor for clear presentations
- Dual large whiteboards and a flipchart for brainstorming sessions
- Refreshing air conditioning to keep the ideas cool
- Stay connected with FREE high-speed WiFi
- Video conferencing facilities available upon request
- Warm greetings for your delegates, complete with a dedicated waiting area
- Accessibility is our priority. Our premises are wheelchair-friendly

Need computer equipment? Just let us know! We provide it at no extra charge for our courses and for a nominal fee for room hire.

Hospitality: Lunches are included on all courses and as an optional extra for room hire.

Connectivity Made Easy: We're strategically located between Northampton and Long Buckby train stations, close to the M1 and M6 motorway network, so reaching us is a breeze.

Customer experiences



Hear from our Satisfied Learners

Discover first hand accounts from various individuals who have embarked on their transformative learning journeys with us. Their stories, experiences, and feedback shine a light on our commitment to excellence and the tangible impact of our courses. See why since 1987 Paradise Training remains Northampton's premier choice for professional development.

Your Staff Development Journey

We are dedicated to delivering top-tier training experiences. From our meticulously crafted course content to our passionate trainers, every element is designed with our learners in mind. From beginners to seasoned professionals, we share our clients' insights, breakthroughs, and success stories. Their testimonials not only reflect their personal growth but also underscore our mission to empower every individual who chooses Paradise Training for their staff development.



"We were very impressed with the way in which Paradise worked with us to meet our employees training needs. We had never organised this type of training on this scale before and needed to use a provider that could be adaptable and understanding. Kerry and the team at Paradise were the perfect choice! They were very flexible, had great ideas on how to tailor the training, the facilities were fantastic.

Mostly we were impressed by how patient and professional the team remained when faced with the numerous changes we had to make. They made it very easy!

We will definitely use Paradise for all our Microsoft training in the future. Thanks"

LEARNING & DEVELOPMENT MANAGER, CYGNIA

Customer testimonials



"I am really happy with the services provided by Paradise. Our delegate feedback is always extremely positive and utilisation of the courses always very high. Karen is always polite and professional and will come back to you in a timely manner. Paradise is able to flex delivery of training to suit our employee and business needs. Whether a full day course or a bite size session and bespoke to our requirements. It's also great to have the ability to deliver the training in house or at their facility where lunch is included in the cost. All in all, I am very happy with the service and look forward to continue working with them."

LEARNING AND DEVELOPMENT MANAGER, VOLKSWAGEN GROUP UK LIMITED



"I am delighted with the service we have received from Paradise Training. Staff attending the courses have reported that training is carried out in a professional but relaxed manner, making learning enjoyable as well as informative.

Paradise offer excellent, modern training facilities in a countryside setting which allows attendees to feel 'away from it all' as they arrive for training.

I have been impressed by the professionalism and efficiency of Paradise staff in setting up and facilitating courses and the administrative process could not have been easier.

Overall, I am delighted by the service and value offered to my organisation by Paradise and shall be continuing to use the company whenever possible."

**HEAD OF INFORMATION MANAGEMENT & TECHNOLOGY,
NORTHAMPTONSHIRE HEALTHCARE NHS FOUNDATION TRUST**



"We have used Paradise to deliver Microsoft Office training. Paradise was very responsive to our needs and was a valuable learning and development partner for our staff. The sessions were structured well and the trainer was prompt and courteous. Several learners commented on the value of the sessions. We can recommend Paradise without reservation."

HEAD OF STAFF DEVELOPMENT, HUMAN RESOURCES, NORTHAMPTON COLLEGE

Unlocking your team's potential

The Paradise Difference

Based in the heart of Northampton, Paradise Training offers transformative business training for your team. Our state-of-the-art training suite is located amidst the serene surroundings of the Althorp Estate in Northampton. Whether you prefer the ambiance of our suite, the familiarity of your workplace, or the convenience of online sessions, we've got you covered. With our versatile training team spread across the UK, we ensure that quality training is always within your reach.

Cultivating a Learning Culture

Our commitment goes beyond mere training. We delve deep to understand your needs through our complimentary Training Needs Analysis, pinpointing the skills and knowledge that align with your organisation's strategic vision.

Impactful delivery

By combining expertise in learning, subject matter and industry knowledge, Paradise creates innovative, high impact, relevant learning to help you develop essential business skills, knowledge and behaviours that are readily transferable to your workplace.

From mastering Microsoft and Sage to honing Professional Development skills, our offerings are diverse. And if you have a unique requirement, simply reach out. We're adept at tailoring courses or sourcing specialised ones to meet your business needs.



Get away for the day. Join us at our dedicated training suite on the beautiful Althorp Estate, Northampton



Arrange a workshop onsite at your place of work. Our training team are happy to travel to any UK office location



Book a remote learning session online in a virtual setting. Socially distanced and convenient if your team is spread out across various different sites



"Paradise Computing has been providing us with MS Office classroom training for 10+ years. I have been very impressed with the quality of the training. All of the feedback is positive from our customers and the trainers are very knowledgeable on their subject matter, very reliable and professional in how they deliver the classroom session. Communication with Paradise has also been excellent when liaising with them about course planning and delivery. They are always happy to meet up, offer bespoke training and have the ability to adapt their training to suit the needs of the learner in the classroom. I cannot recommend them highly enough."

LGSS L&D TRAINER ADVISOR, NORTHAMPTONSHIRE COUNTY COUNCIL



Let's transform learning!

 **01604 655900**

www.paradisetraining.co.uk | 01604 655900

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