

DATRIX

TRAINING



Product Guide

www.datrixtraining.com

0800-781-626

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About Us

At Datrix Training, we are a passionate and motivated team of highly professional corporate training providers. Our goal is to provide relevant, professional, adaptable and diverse training courses so that our customers not only receive the highest quality training possible, but are left satisfied and convinced that Datrix Training was the outstanding choice of their current and future training needs.

When you book with Datrix, you are guaranteed a quality learning experience. With one-to-one customer care, we will ensure that the booking process goes as smoothly as possible so that you can get learning as soon as possible.



Well Established



An unparalleled customer base - We have over 25,000 corporate customers, with a 92% repeat purchase history.



You're our duty - With over 15 years in the industry, we continue to provide you with the care and quality that you deserve



40+ Locations that cover the length and breadth of the country - We have plenty of locations nationwide meaning that wherever you go, you will always have a training centre near you

Contents

Here at Datrix, we have over 200 courses available for both you and your organisation at a location of your choice.

Email us: info@datrixtraining.com

Find us: www.datrixtraining.com

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Types of Delivery

Onsite Training

A large amount of our courses at Datrix Training are available in an on-site capacity as well as in a classroom environment. We recognise that for some of our clients reaching one of our venues may be impractical, so to counteract this we offer the opportunity to undertake the training from your location of business. Liaising together with you, our customer, we can adapt our product to your requirements and deliver a pragmatic and workable solution should an on-site course be of benefit to you.



Online Training

Datrix's online programmes are highly recommended within the industry. They include features and significant enhancements to the way online learning is achieved. Our courses are globally recognised and are essential to keep you ahead of the competition, Datrix will provide you with some unrivalled additional unique opportunities to enhance your learning experience by such as:

- Participating in Global Live Sessions with subject matter experts who will support you with examination preparation and guidance (see FAQs for further information)
- Invitation to attend Free Walk in Clinics in which you are able to meet our subject matter experts face to face to discuss progression (see FAQs for further information)



Classroom Training

Learning in a classroom environment with Datrix gives you the opportunity to train in a venue close to you, helping you save while travelling. we offer training in over 40+ locations in the United Kingdom and across the globe so that you can learn in the best venues at a location near you.

Skills Pass

The Skills Pass is a flexible learning pass which allows you to gain more training for less by giving you additional discounts based on your level of spend. This product allows you to attend any course, at any of our training locations, on any date over a period of 12 months.



It can be designed to maximise the amount of courses from your annual training budgets as well as being used by any member of staff in any location that suits them. In order to purchase a Skills Pass we would require to understand your annual training budget or the total training courses you will need to purchase across your organisation.



The Skills Pass provides you with access to certified and authorised courses from recognised vendors as well as courses created and developed exclusively by Datrix Training. We have many options of learning which include; classroom instructor-led training, onsite training, closed company training, virtual training and e-learning courses.



The benefits of purchasing a Skills Pass are:

- Additional discounts based on level of spend
- Flexibility of attending courses
- Dedicated account management
- Guidance and Support on tailoring learning programs



What are Managed Learning Services?

Many companies outsource their training needs nowadays. In doing so they guarantee effective and targeted training designed specifically to enhance and reinforce the skillsets already within their company. Managed Learning Services is a process which can be employed in order to put the training needs of your company in the hands of experts, and as such ensure a far more pragmatic and effective training scheme than might otherwise be available. We are able to support your full range of training requirements, either through supplying existing qualification programmes to your staff at any and all of your onsite locations, or creating bespoke training to fulfil any need. Any provision, from simple inductions and basic certification, to high level advanced technical skills can be fulfilled.



What Datrrix can do for you

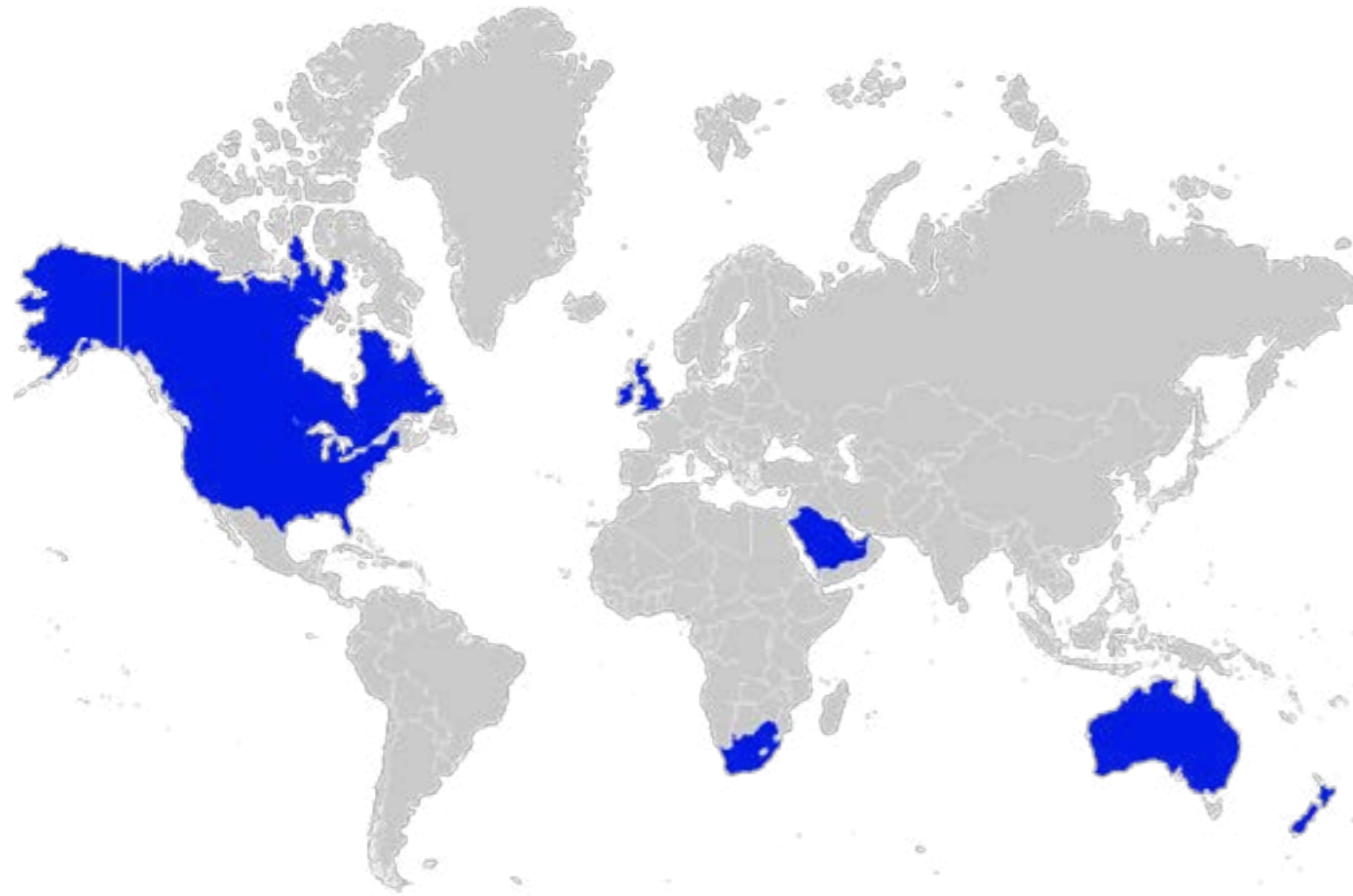
At Datrrix training we offer cost effective, competitive and personalised Managed Learning Services. Our aim is to provide each and every one of our delegates with the finest training available. We do not find filling our delegates' heads with information they already know as an efficient use of time or outlay, so instead, as part of our Managed Learning Service, we tailor our courses to exactly what is needed to improve each individual. We provide an adaptable and flexible approach to training. With our experience we know people learn via different methods and at different speeds. A utilitarian, catch-all approach can work in the short term, but we are confident that with Datrrix, and our robust and pragmatic approach to your training needs, together we can maximise the output of what we expect is already a professional and highly skilled set of employees.

“Personal training delivered with knowledge and guidance.”



“Datrrix Training was supportive and professional – both online and face to face.”

Locations



At Datrix, we believe everyone should have the right to be trained. That is why we are offering training across a spectacular variety of locations around the world including:

UK

Nationwide

USA

New York
Washington D.C.
Los Angeles

Australia

Sydney
Melbourne
Brisbane

New Zealand

Auckland
Christchurch
Wellington

UAE

Dubai
Abu Dhabi

Saudi Arabia

Riyadh
Jeddah

South Africa

Capetown
Durban

Canada

Toronto
Ottawa
Vancouver



Project Management

PRINCE2

Foundation & Practitioner

PRINCE2

Foundation

Course Introduction

Duration: 5 Days

PRINCE2 (Projects in a Controlled Environment) is a structured project management method based on experience drawn from thousands of projects – and from the contributions of countless project sponsors, Project Managers, project teams, academics, trainers and consultants. The course’s techniques detail growth of high level management, organisation and control of a project.

Course Introduction

Duration: 3 Days

The PRINCE2 Foundation course is a BCS-accredited 3 day course designed to prepare delegates to pass the PRINCE2 Foundation examination. If the learner passes PRINCE2 Foundation examination, they will be able to take the PRINCE2® Practitioner course and examination at a later date.

What’s included in this course?

What’s included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Business Case Theme
- Organisation Theme
- Quality Theme
- Plans Theme
- Risk Theme
- Change Theme
- Progress Theme
- Starting up a Project Process
- Directing a Project Process
- Initiating a Project Process
- Controlling a Stage Process
- Managing Product Delivery Process
- Managing a Stage Boundary Process
- Closing a Project Process
- Tailoring PRINCE2® to the project environment

Course Content

The course has the following modules:

- Principles of PRINCE2®
- Business Case Theme
- Organisation Theme
- Quality Theme
- Plans Theme
- Risk Theme
- Change Theme
- Progress Theme
- Starting up a Project Process
- Directing a Project Process
- Initiating a Project Process
- Controlling a Stage Process
- Managing Product Delivery Process
- Managing a Stage Boundary Process
- Closing a Project Process
- Tailoring PRINCE2® to the project environment

Frequently Asked Questions

What are the Prerequisites for this course?

This course has no prerequisites, however it is essential that delegates pass the Foundation Level Exam before taking the Practitioner Exam.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

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PRINCE2 Practitioner

PRINCE2 Practitioner Reregistration

Course Introduction

Duration: 2 Days

The PRINCE2 Practitioner course is a BCS-accredited 2 day course programmed to prepare delegates to pass the PRINCE2 Practitioner examination. Learners will spend the first day preparing to take the Practitioner examination, before sitting it on the second day.

Course Introduction

Duration: 2 Days

Holders of the PRINCE2 Re-Registration qualification must re-register with APMG every 3-5 years. To do this, they must pass the Practitioner Re-Registration exam, which confirms knowledge and provides up to date guidance on the latest PRINCE2 developments. The PRINCE2 Practitioner Re-Registration course prepares you for this exam.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Business Case Theme
- Organisation Theme
- Quality Theme
- Plans Theme
- Risk Theme
- Change Theme
- Progress Theme
- Starting up a Project Process
- Directing a Project Process
- Initiating a Project Process
- Controlling a Stage Process
- Managing Product Delivery Process
- Managing a Stage Boundary Process
- Closing a Project Process
- Tailoring PRINCE2® to the project environment

The course has the following modules:

- Business Case Theme
- Organisation Theme
- Quality Theme
- Plans Theme
- Risk Theme
- Change Theme
- Progress Theme
- Starting up a Project Process
- Directing a Project Process
- Initiating a Project Process
- Controlling a Stage Process
- Managing Product Delivery Process
- Managing a Stage Boundary Process
- Closing a Project Process
- Tailoring PRINCE2® to the project environment

Frequently Asked Questions

What are the Prerequisites for this course?
In order to take the Practitioner exam, delegates must have passed the Prince2 Foundation exam.

What is the experience of the instructor(s) delivering my course?
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Frequently Asked Questions

What are the Prerequisites for this course?
In order to take the Practitioner Re-Registration exam, delegates must have passed the Prince2 Practitioner exam.

What is the experience of the instructor(s) delivering my course?
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PRINCE2 Overview

Lean Six Sigma Yellow Belt

Course Introduction

Duration: 1 Day

The PRINCE2 Overview course is a 1 day course designed to provide delegates with an overview of the PRINCE2 methodology, and an understanding of the PRINCE2 processes and themes.

Course Introduction

Duration: 2 Days

During Datrix's Lean Six Sigma Yellow Belt 2 day course, learners will prepare for the Lean Six sigma Yellow Belt examination taken on the final day of the course. The learners of this course are also welcome to stay on for another 3 days (for an additional charge) and continue to the Lean Six Sigma Green Belt if they are looking to go on and manage Lean Six Sigma projects.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- What is the PRINCE2 Method?
- Why use this Project Management Method
- The process based approach of PRINCE2
- Benefits of implementing the PRINCE2 method into a project
- Discussing and understanding the PRINCE2 Themes

The course has the following modules:

- Introduction to Lean 6 Sigma
- Lean, 6 Sigma, and Lean 6 Sigma
- The DMAIC cycle
- The Lean Triad (5s, Poka Yoke, SMED)
- Voice of the Customer
- Understanding Value Stream
- Heijunka
- Introduction to Variation & SPC
- Identifying the Root Cause
- Solving Problems
- Kaizen Events
- Lean Teams

Frequently Asked Questions

What are the Prerequisites for this course?

There are no formal prerequisites for this course.

What is the experience of the instructor(s) delivering my course?

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How can I find more information?

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Frequently Asked Questions

What time shall I arrive at the venue?

Please arrive at the venue for 08:45am

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Lean Six Sigma Green Belt

Lean Six Sigma Black Belt

Course Introduction

Duration: 3 Days

The Lean Six Sigma Green Belt intensive training lasts for 3 days and covers both Yellow Belt and Green Belt. You will learn about the DMAIC improvement cycle as well as all the elements that make up the cycle. At the end of the course, you will be awarded a certificate allowing you to contribute to your business's Six Sigma projects.

Course Introduction

Duration: 10 Days

This Lean Six Sigma training course will teach you how to manage a team of Lean Six Sigma Green Belts at your workplace. You will explore a variety of different management techniques as well as several advanced tools to help tackle any major problems.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Define
- Business care
- Project planning
- Measure
- Understanding Variability
- Data Definition and Sources
- Analyse
- Data Analysis
- Value Stream Analysis
- Improve
- Process Vision Brain Storming Lean Principles
- Enabling the Flow
- Kanban
- Risk Analysis
- Implementation Planning
- Control
- Statistical Control
- Variation
- Control Charts
- Process Management

Frequently Asked Questions

What time shall I arrive at the venue?

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What's included in this course?

Course Content

The course has the following modules:

- New ways of working
- Meeting management
- Responsibility charting
- Improvement wheel
- Emotional cycle of change
- Motivation and Communication
- How to run a critical issues workshop
- Work Balancing
- Design of Experiments
- Performance Management reporting
- Building a business case

Frequently Asked Questions

What time shall I arrive at the venue?

Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?

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Lean Six Sigma Black Belt Upgrade

Six Sigma Yellow Belt

Course Introduction

Duration: 5 Days

This Lean Six Sigma Black Belt training course is aimed at those who already have a Green Belt in Lean Six Sigma. During the course you will be taught new methods of management which will help you lead a team of Lean Six Sigma Green Belts.

Course Introduction

Duration: 2 Days

The Datrix Six Sigma yellow belt 2 day course is aimed to increase the delegates' capability in the Six Sigma training background. When you book the course through Datrix, we will be able to send the Pre-Course work to you.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- New Methods of Working
- Meeting management
- responsibility charting
- Work balancing
- Advanced Control Charts
- Using a performance management dashboard
- Performance management reporting
- Coaching and feedback
- T&F Tests

Course Content

The course has the following modules:

- Six Sigma Introduction
- Understanding variability
- Defining Customer Value
- How to Reduce waste
- DMAIC
- Cost of Poor Quality
- Critical to Quality requirements
- SIPOC diagrams
- Measurement basics
- Defect analysis
- Collecting data
- Basic data analysis—Pareto, histograms and run charts
- Process mapping
- Cause and effect — Ishikawa diagrams
- identifying, evaluating and developing solution
- Statistical Process Control overview

Frequently Asked Questions

What time shall I arrive at the venue?

Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?

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Six Sigma Green Belt

Six Sigma Black Belt

Course Introduction

Duration: 5 Days

Throughout Datrix's Six Sigma Green Belt 5 day course, delegates will spend time training for the Six Sigma Green Belt examination and the case study assignment taken on the last day of the training course.

Course Introduction

Duration: 10 Days

The Six Sigma Black Belt course features are created to guarantee that delegates obtain a high level of education. Becoming a Six Sigma Black Belt means that you can manage a team of Six Sigma green belts and take the lead in several Six Sigma projects.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Define
- Business care
- Project planning
- Measure
- Understanding Variability
- Data Definition and Sources
- Analyse
- Data Analysis
- Value Stream Analysis
- Improve
- Process Vision Brain Storming Lean Principles
- Enabling the Flow
- Kanban
- Risk Analysis
- Implementation Planning
- Control
- Statistical Control
- Variation
- Control Charts
- Process Management

Course Content

The course has the following modules:

- New ways of working
- Meeting management
- Responsibility charting
- Improvement wheel
- Emotional cycle of change
- Motivation and Communication
- How to run a critical issues workshop
- Cycle time / Takt time
- Work balancing
- RRS
- Value stream mapping
- Gage R&R
- T"&"F" tests
- Design of experiments
- Advanced control charts

Frequently Asked Questions

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Six Sigma Black Belt Upgrade

MSP Foundation & Practitioner

Course Introduction

Duration: 5 Days

This 5 day training course converts Six Sigma green belts into black belts who can resolve challenges and control groups through a broader range of methods. The Datrix course resources are intended to guarantee that our delegates will have a high standard of preparation.

Course Introduction

Duration: 5 Days

The MSP Foundation and Practitioner 5 day course has a classroom based atmosphere and is delivered by a highly skilled, experienced and qualified trainer. The first three days of the training involves getting delegates familiar with the course materials and a basic understanding of the principals involved.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- New ways of working
- Meeting management
- Responsibility charting
- Improvement wheel
- Emotional cycle of change
- Motivation and Communication
- How to run a critical issues workshop
- Cycle time / Takt time
- Work balancing
- RRS
- Value stream mapping
- Gage R&R
- T" & "F" tests
- Design of experiments
- Advanced control charts

Course Content

The course has the following modules:

- Principles of MSP®
- Governance Theme
- Organisation
- Vision
- Leadership and Stakeholder Engagement
- Benefit Realisation Management
- Blueprint design and delivery
- Planning and Control
- The Business Case
- Risk management and issue resolution
- Quality management
- Transformational Flow Overview
- Identifying a Programme
- Defining a Programme
- Managing the Tranches
- Delivering the Capability
- Realising the Benefits

Frequently Asked Questions

What time shall I arrive at the venue?
Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?
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How can I find more information?
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Frequently Asked Questions

What are the prerequisites for taking this course?
Following booking approval, pre-course materials will be sent to the candidate and certain features will need to be completed. Firstly, the Introduction, Principles and the Introduction to Themes sections of the course must be read and understood, secondly a pre-course workbook is to be completed and handed to the trainer on the first day of the course.

How can I find more information?
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MSP Foundation

MSP Practitioner

Course Introduction

Duration: 3 Days

The MSP Foundation course represents a best practice procedure in the background of project management. MSP stands for Managing Successful Programmes and signifies a structure that is flexible and adjustable to guarantee the needs of local environments.

Course Introduction

Duration: 2 Days

The MSP Practitioner Upgrade course is designed for those who have already passed the Foundation course. You will learn how to apply all that you've learnt from the Foundation course into a practical situation as well as delving deeper into the structure of MSP.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Principles of MSP®
- Governance Theme
- Organisation
- Vision
- Leadership and Stakeholder Engagement
- Benefit Realisation Management
- Blueprint design and delivery
- Planning and Control
- The Business Case
- Risk management and issue resolution
- Quality management
- Transformational Flow Overview
- Identifying a Programme
- Defining a Programme
- Managing the Tranches
- Delivering the Capability
- Realising the Benefits
- Closing a programme

The course has the following modules:

- Principles of MSP®
- Governance Theme
- Organisation
- Vision
- Leadership and Stakeholder Engagement
- Benefit Realisation Management
- Blueprint design and delivery
- Planning and Control
- The Business Case
- Risk management and issue resolution
- Quality management
- Transformational Flow Overview
- Identifying a Programme
- Defining a Programme
- Managing the Tranches
- Delivering the Capability
- Realising the Benefits
- Closing a programme

Frequently Asked Questions

What are the Prerequisites for this course?
This course has no prerequisites, however it is essential that delegates pass the Foundation Level Exam before taking the Practitioner Exam.

What is the experience of the instructor(s) delivering my course?
All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

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Frequently Asked Questions

What are the Prerequisites for this course?
There are no prerequisites for the Foundation examination, however, candidates must achieve a pass at Foundation level before attempting the Practitioner examination

What is the experience of the instructor(s) delivering my course?
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MSP

Reregistration

Course Introduction

Duration: 2 Days

Datrix's MSP® Re-Registration course intends to allow delegates to re-focus on their weaker areas. Candidates will be given the chance to rehearse sample examinations under examination conditions and to then gain valuable feedback on where candidates failed to score.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Principles of MSP®
- Governance Theme
- Organisation
- Vision
- Leadership and Stakeholder Engagement
- Benefit Realisation Management
- Blueprint design and delivery
- Planning and Control
- The Business Case
- Risk management and issue resolution
- Quality management
- Transformational Flow Overview
- Identifying a Programme
- Defining a Programme
- Managing the Tranches
- Delivering the Capability
- Realising the Benefits
- Closing a programme

Frequently Asked Questions

What are the Prerequisites for this course?

Candidates must have achieved a pass at the Practitioner examination and must also submit the candidate registration number of their expired Practitioner certification

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MSP

Advanced Practitioner

Course Introduction

Duration: 2 Days

This MSP training course is a demanding workshop that applies realistic and practical skills. The training aims help candidates understand how MSP should be used in the working environment. The format of the event is highly collaborative and is designed to present the information in memorable, manageable segments.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

This course will enable delegates to:

- improve their awareness of the modules, procedures, products and methods of MSP
- Have confidence and the capability to practice the technique in the working environment
- Understand the practical request issues of using and modifying MSP
- Practitioner examination
- Guide the MSP material to increase its usage as a working tool in the office setting
- Improve their understanding of the material delivered on MSP Foundation
- Obtain the information to successfully sit the Advanced

Frequently Asked Questions

What are the prerequisites for this course?

- Delegates must have attended the 3-day MSP Foundation event and achieved a pass
- Candidates must have also attended the 2-day Practitioner course and successfully completed the examination before attending this course

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrinxtraining.com

Agile PM Foundation & Practitioner

Agile PM Foundation

Course Introduction

Duration: 4 Days

The APMG-International AgilePM® certification aims to address the needs of those working in a project-focused environment who want to be agile. Our AgilePM Guidance, developed in partnership with DSDM Consortium, teaches delegates how to combine flexibility with proven process for successful agile project delivery.

Course Introduction

Duration: 3 Days

Agile training symbolises a group of software development methods, which is recognised globally on project development. The training includes requests and results that develop through teamwork between self-organizing and cross-functional groups. The foundation course delves into the role of an Agile project manager.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

The course has the following modules:

- Choosing the right approach project
- The basics of Agile Project Management
- Roles and Responsibilities
- Preparing for an Agile project
- The factors that lead to success
- How to manage an Agile
- Agile lifecycles
- Processes and Products
- Communication in an Agile project
- Iterative development
- Prioritisation and Time boxing
- Maintaining control in an Agile project
- Managing risk
- Requirements and Estimating
- Agile Planning
- Building in quality

- Choosing the right approach project
- The basics of Agile Project Management
- Roles and Responsibilities
- Preparing for an Agile project
- The factors that lead to success
- How to manage an Agile
- Agile lifecycles
- Processes and Products
- Communication in an Agile project
- Iterative development
- Prioritisation and Time boxing
- Maintaining control in an Agile project
- Managing risk
- Requirements and Estimating
- Agile Planning
- Building in quality

Frequently Asked Questions

Frequently Asked Questions

What are the Prerequisites for this course?

There is pre-study work required for this course. There is a downloadable pre-course study guide. It includes reading the first three chapters of the Agile Project Management Handbook v2. These three chapters will be delivered electronically.

What time shall I arrive at the venue?

Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

What is the experience of the instructor(s) delivering my course?

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How can I find more information?

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Agile PM Practitioner

Scrum Master

Course Introduction

Course Introduction

Duration: 1 Day
 Within this Agile Practitioner course, you will prepare for and take the Agile Practitioner exam. Completion of which will make you a certified Agile PM Practitioner.

Duration: 2 Days
 The Scrum Master training course is suited for anyone with experience in Project Management who is seeking to study the Scrum approach and increase an awareness of knowledge in the use of it. This 2 day course demonstrates your capability to recognise Scrum principles, practices and requests.

What's included in this course?

What's included in this course?


Courseware Book


Certificate


Exam


Experienced Instructor


Courseware Book


Certificate


Exam


Experienced Instructor

Course Content

Course Content

- The course has the following modules:
- Choosing the right approach project
 - The basics of Agile Project Management
 - Roles and Responsibilities
 - Preparing for an Agile project
 - The factors that lead to success
 - How to manage an Agile
 - Agile lifecycles
 - Processes and Products
 - Communication in an Agile project
 - Iterative development
 - Prioritisation and Time boxing
 - Maintaining control in an Agile project
 - Managing risk
 - Requirements and Estimating
 - Agile Planning
 - Building in quality

- The course has the following modules:
- Overview of Scrum
 - Brief History of Scrum
 - Process Paradigms
 - Scrum Values and Attitudes
 - The Upcoming Knowledge Worker Revolution
 - Future of Scrum and its Economic Impact
 - Overview of a Scrum Project
 - The big picture
 - Strategic View: Releases and Business Value
 - Tactical View: Sprints and every day work
 - Benefits
 - The Scrum team
 - Composition and cross-functionality
 - Responsibilities of the Scrum Developer
 - Organising

Frequently Asked Questions

Frequently Asked Questions

What time shall I arrive at the venue?
 Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?
 All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?
 If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

What are the benefits for taking this course?

- When you finish your Scrum Master Training, you will be able to:
- Show an awareness of the Scrum outline
- Justify the role of Scrum Master within a Scrum Team
- encourage a Scrum Project successfully
- Demonstrate their Scrum credentials with Scrum Master Practices

How can I find more information?
 If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Scrum Product Owner

Scrum Foundation

Course Introduction

Duration: 2 Days

The Scrum Product Owner training course is suited for anyone with an experience in Project Management who is seeking to study the Scrum approach and increase an awareness of knowledge in the use of it.

Course Introduction

Duration: 1 Days

This 1 day training course is intended for learners who are new to Scrum and are intrigued in knowing more about Scrum and how it can support your business. They will learn about the importance of Scrum as well as how using Scrum can impact their business.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Scrum Framework Overview
- Sprints, Increments and Releases
- The Scrum Roles: Product Owner, Scrum Master, Development Team
- Teamwork and Impact on Traditional Roles
- Scrum with third party contractual relationships
- The Scrum Meetings
- Product Vision and Roadmap
- Stakeholder engagement and management
- Product business model and market analysis
- Setting project scope and objectives
- Defining and communicating the Product Vision
- Building and managing the Product Backlog
- Defining Product Backlog Items
- User Stories and other Requirements techniques

The course has the following modules:

- Overview of Scrum
- Daily Scrum
- Gain a better understanding of the Product Backlog
- Product Owner explained
- What is Release Burn Down?
- Scrum Team and how this is made up
- What is the Sprint Back Log?
- How to plan a Sprint meeting and what comes out of it
- Chair a Sprint Review meeting
- Sprint Retrospective
- Use and understand how to use a task board
- Scrum illustration and wall-papers
- Presentation on Scrum

Frequently Asked Questions

Frequently Asked Questions

What are the prerequisites for this course?

It is essential that learners have a suitable awareness of the basic ideologies of the Scrum Product Owner

What is the experience of the instructor(s) delivering my course?

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How can I find more information?

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What are the prerequisites for this course?

Previous to joining this course, it is essential that delegates have basic understanding of Scrum Foundation.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

M_o_R Foundation & Practitioner

M_o_R Foundation

Course Introduction

Duration: 5 Days

The M_o_R Training course involves five days of preparation for the M_o_R® Foundation and Practitioner exams. You will learn about a variety of M_o_R® concepts as well as the impact they'll have on your business.

Course Introduction

Duration: 3 Days

The 3 day foundation training course intends to encourage the candidate's ability in the working atmosphere and to familiarise learners to the M_o_R® outline and how this can be used in the business environment.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to M_o_R® concepts and definitions
- Principles of M_o_R®
- Management of risk approach
- Introduction to the core management documents used in M_o_R®
- Perspectives
- The risk management process – including the various techniques
- Embedding and reviewing M_o_R®
- Risk specialisms
- Business continuity
- Incident management
- Health and safety
- Security
- Financial

Course Content

The course has the following modules:

- Introduction to M_o_R® concepts and definitions
- Principles of M_o_R®
- Management of risk approach
- Introduction to the core management documents used in M_o_R®
- Perspectives
- The risk management process – including the various techniques
- Embedding and reviewing M_o_R®
- Risk specialisms
- Business continuity
- Incident management
- Health and safety
- Security
- Financial

Frequently Asked Questions

What are the prerequisites for taking this course?

This course is available for everyone so there are no prerequisites.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

This course is available for everyone so there are no prerequisites.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrrixtraining.com

Course Introduction

Duration: 2 Days

The 2 day practitioner upgrade training course intends to encourage the candidate's ability in the working atmosphere and to familiarise learners to the M_o_R® outline and how this can be used in the business environment.

Course Introduction

Duration: 2 Days

The 2 day Re-Registration training course intends to allow learners to re-focus on sections that need to be improved. Applicants will be given the chance to practise taster exams under examination settings and then receive advice on where applicants failed to score.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to M_o_R® concepts and definitions
- Principles of M_o_R®
- Management of risk approach
- Introduction to the core management documents used in M_o_R®
- Perspectives
- The risk management process – including the various techniques
- Embedding and reviewing M_o_R®
- Risk specialisms
- Business continuity
- Incident management
- Health and safety
- Security
- Financial

Course Content

The course has the following modules:

- Introduction to M_o_R® concepts and definitions
- Principles of M_o_R®
- Management of risk approach
- Introduction to the core management documents used in M_o_R®
- Perspectives
- The risk management process – including the various techniques
- Embedding and reviewing M_o_R®
- Risk specialisms
- Business continuity
- Incident management
- Health and safety
- Security
- Financial

Frequently Asked Questions

What are the Prerequisites for this course?

Delegates must achieve a pass in the foundation exam to take this course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

Re-registration candidates must attain a pass at the Practitioner examination and must also send the candidate registration number of their finished Practitioner certification.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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PMP

PMP Training

CAPM

CAPM Training

Course Introduction

Duration: 5 Days

PMP® is a globally recognised certification for project managers. Achieving a qualification in PMP® training shows that you have the knowledge, capability and leadership in directing an assignment.

Course Introduction

Duration: 3 Days

CAPM Training stands for Certified Associate in Project Management. This 3 day course is intended for those with little or no project management experience and can act as an entry into the more advanced PMP training course.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

Course Content

The course has the following modules:

- Project requests and tasks, project charter
- Project Development
- Project integration
- Scope
- Time costs and risks
- Resource estimation and descriptions
- Quality
- Teamwork
- Communications
- Team improvement
- Managing contracts
- Co-ordination and approval of work
- Combined change control
- Performance reporting
- Data collecting
- Monitoring

Frequently Asked Questions

Does this course include an exam?

This course does not include an exam however, you can directly contact PMI to book an exam.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

In order to be qualified to start the CAPM course, you must have: A Secondary Diploma (High school or the global equivalent) and as a minimum 1500 hours experience or 23 hours of project management education by the time you sit the exam.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

APM

APMP Training

APM

APM Introductory Certificate

Course Introduction

Duration: 5 Days

The APMP training course will deliver everything you need to complete the APMP Project Management Qualification. This 5 day course is intended to provide project management models and procedures with the Association for Project Management.

Course Introduction

Duration: 2 Days

The APM Introductory Certificate is a corresponding certificate to other project management courses such as PRINCE2. The 2 day training course is aimed at ambitious project managers and provides an awareness into the important features of project management.

What's included in this course?

What's included in this course?



Learning Materials



Certificate



Exam



Experienced Instructor



Learning Materials



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Introduction to Project Management
- Management of People
- Project Initiators
- The process of negotiation
- Types of contractual arrangement and methods of supplier reimbursement
- Planning Tools
- Scope Management
- Extended Project Lifecycle
- Stakeholder Management
- Starting up a Project Conception
- Management Systems
- Organisation and Structure
- Roles and responsibilities
- Project Organisations
- Investment Appraisal

The course has the following modules:

- Project Lifecycle
- Project Management Approach
- Project Context
- Project Organisation Structure
- Stakeholder Analysis
- Project Reporting and Reviews
- Networks
- Estimating
- Critical Path Analysis
- Gantt chart
- Resource Histogram
- Belbin Team Types
- Motivation/Communication
- Leadership
- Work Breakdown Structure
- Product Breakdown Structure
- Organisational Breakdown Structure
- Cost Breakdown Structure

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this exam.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this exam or the training course.

What is the experience of the instructor(s) delivering my course?

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Change Management Foundation & Practitioner

Change Management Foundation

Course Introduction

Duration: 5 Days

Change Management can critically influence any business, and it is vital to be ready before any change happens. The Change Management Foundation and Practitioner 5 day course will guarantee that employees included in structural change are ready for when it comes, containing it rather than letting it go.

Course Introduction

Duration: 3 Days

Change Management can critically influence any business, and it is vital to be ready to handle it before, during and after it happens. The Change Management Foundation 3 day course will explain the different types of change and how they will affect your business.

What's included in this course?

What's included in this course?



Manual



Certificate



Exam



Experienced Instructor



Manual



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Understanding the impact of change
- Supporting and preparing for imminent changes
- Developing effective change teams
- Understanding and managing others through changes
- Getting buy-in; dealing with individual and organisational conflict
- Building and maintaining good working relationships with stakeholders
- Getting more creative with change solutions

Course Content

This Change management course will cover the following subjects:

- Individual Change
- Team Change
- Organizational Change
- Leading Change

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this exam or the training course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this exam or the training course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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Change Management Practitioner

Change Management Reregistration

Course Introduction

Duration: 2 Days

Change Management can critically influence any business, and it is vital to be ready to handle it before, during and after it happens. The Change Management Practitioner 2 day course will help employees understand the differences between the types of change as well as how to deal with them.

Course Introduction

Duration: 2 Days

Change Management can critically influence any business, and it is vital to be ready to handle it before, during and after it happens. The Change Management re-registration 2 day course allows anyone with an expired practitioner certificate to re-take the exam and achieve their certificate again.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

This Change management course will cover the following subjects:

- Individual Change
- Team Change
- Organizational Change
- Leading Change

This Change management course will cover the following subjects:

- Individual Change
- Team Change
- Organizational Change
- Leading Change

Frequently Asked Questions

What are the Prerequisites for this course?

You must achieve a pass at foundation level before completing the practitioner exam

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

You must already have an expired practitioner certificate. You then have to submit your expired candidate registration number to Datrix to retake the exam.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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Contract Management

Contract Management Training

P30

Foundation & Practitioner

Course Introduction

Duration: 2 Days

This 2-day Contract Management course has been created to increase project distribution, performance and productivity by developing awareness and understanding of project/related staff in the areas of contract law, contract management and procurement.

Course Introduction

Duration: 5 Days

This P30 Foundation and Practitioner course intends to deliver everything you need to know when you take the foundation and practitioner exams. The project management course is 5 days long and there are two examinations during this time.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

This Contract management course will cover the following subjects:

- Individual Change
- Team Change
- Organizational Change
- Leading Change

Frequently Asked Questions

What are the Prerequisites for this course?

It is recommended that you should have the some experience in project management methods

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Why have a P30?
- P30 Model
- Implement or Re-Energize a P30
- Tools and Techniques
- Roles & Responsibilities
- Business Case
- Model Tailoring
- P3MS Summary
- Functions and Services

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for taking this course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

P30 Foundation

P30 Practitioner

Course Introduction

Duration: 3 Days

This P30 Foundation course intends to deliver everything you need to know when you take the foundation exam. The project management course is 3 days long and there is one examination during this period.

Course Introduction

Duration: 2 Days

Datrix's P30 practitioner course is intended to deliver everything you need to know when you take the practitioner exam. The project management course is 2 days long and there is one examination during this period.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Why have a P30?
- P30 Model
- Implement or Re-Energize a P30
- Tools and Techniques
- Roles & Responsibilities
- Business Case
- Model Tailoring
- P3MS Summary
- Functions and Services

Course Content

The course has the following modules:

- Why have a P30?
- P30 Model
- Implement or Re-Energize a P30
- Tools and Techniques
- Roles & Responsibilities
- Business Case
- Model Tailoring
- P3MS Summary
- Functions and Services

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for taking this course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrinxtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

You must pass the foundation level exam before taking the practitioner upgrade examination.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrinxtraining.com

P30 Reregistration

Course Introduction

Duration: 2 Days

This P30 intends to deliver everything you need to know when you take the re-registration exam. The project management course is 2 days long and there is one examination during this period. P30® is a highly recognised in the project management industry.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Why have a P30?
- P30 Model
- Implement or Re-Energize a P30
- Tools and Techniques
- Roles & Responsibilities
- Business Case
- Model Tailoring
- P3MS Summary
- Functions and Services

Frequently Asked Questions

What are the Prerequisites for this course?

Candidates must achieve a pass from the practitioner exam and must also submit their registration number of the previous certificate before taking the re-registration exam.

What is the experience of the instructor(s) delivering my course?

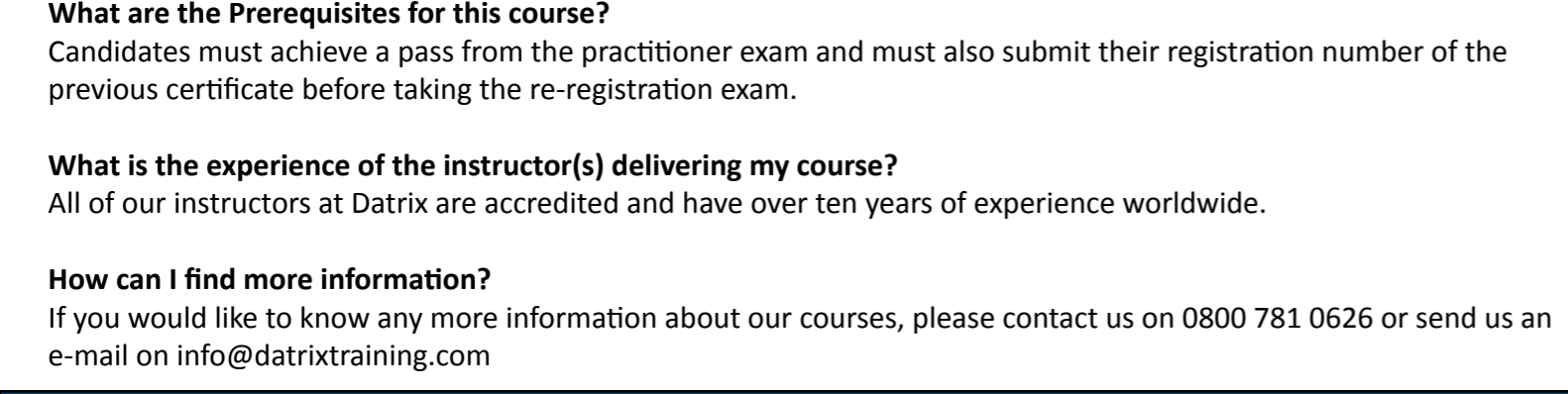
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IT Service Management



The ITIL Credit System supports the ITIL® qualification scheme by recognizing your investment in ITIL qualifications.

Within the ITIL credit system, each ITIL and ITIL-related qualifications has been assigned a specific credit value, based upon their level of ITIL content.

Upon successful completion of any ITIL examination recognized under the scheme, a candidate will be awarded both the certification and the credits attached.

The credits earned through this system can then be used towards the ITIL Expert level of certification, for which candidates must have earned a required number of credits (22) from qualifications which cover the full spectrum of ITIL best practice.



Course Introduction

Duration: 3 Days

The ITIL Foundation course is a 3 day course consisting of presentations, exercises and discussions about the ITIL Foundation best practice framework, in order to allow delegates to pass the ITIL Foundation exam.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Effective development of new services and the enhancement of current services
- Good practice
- Functions, Roles and Methods
- Types of Service Establishment
- Service Portfolio Management
- Financial Management
- Demand Management
- Business situation
- Service Catalogue Management
- Supplier Management
- Service Level Management
- Availability Management
- Capacity Management
- IT Service Continuity Management
- Information Security Management

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

ITIL Service Capability Release Control & Validation

ITIL Service Capability Operation Support & Analysis

Course Introduction

Duration: 5 Days

ITIL Service Capability – Release, Control & Validation is one of four courses that creates the ITIL Intermediate Capability Stream. This 5 day training course provides practical preparation on the methods, roles and objectives of Release & Organisation and Data management, Service Testing and Request Completion.

Course Introduction

Duration: 5 Days

ITIL Service Capability – Operational Support & Analysis is one of four courses that create the ITIL Intermediate Capability Stream. This course is designed to teach delegates practical and logical solutions in regards to structure, roles and tasks within management of operations.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Certificate



Exam

Course Content

The course has the following modules:

- The knowledge, analysis and study of change management philosophies, methods and contacts.
- The end-to-end course flow for change management, including its guidelines, design strategy, thoughts, and actions.
- The metrics that would be used to support change management within RCV practices.
- The benefits and business value from change management and the tasks and risks to be managed.
- The information, understanding and analysis of service benefit and configuration management values, methods and relationships.
- The end-to-end process flow for service benefit and configuration management.
- The metrics that would be used to provide service asset and configuration management within RCV preparation.

Course Content

The course has the following modules:

- The importance to the business of OSA actions.
- The ITIL lifecycle within the OSA framework.
- The scope of OSA procedures and purposes.
- Enhancing service operation performance
- Design, policy, components, actions, roles and operation.
- How it is used to guarantee service quality within OSA.
- The benefits and business value from event management.
- Design, policy, components, actions, roles and process.
- The metrics that would be implemented to encourage incident management.
- The benefits and business value from incident management.
- Design, strategy, components, activities, roles and operation.
- The metrics that would be used to support request completion.

Frequently Asked Questions

What are the Prerequisites for this course?

Applicants must have a pass at ITIL Foundation level before taking the ITIL Release, Control & Validation exam.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

It is essential that delegates hold the ITIL Foundation Certificate in IT Service Management or the version 2 to version 3 bridge equivalent.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

ITIL Service Capability

Planning, Protection & Optimisation

ITIL Service Capability

Service Offerings & Agreements

Course Introduction

Duration: 5 Days

The ITIL Planning, Protection and Optimisation course is one of the four modules that create the ITIL Intermediate 'Capability Stream'. This 5 day training course focuses on capabilities in Availability, Demand, IT Service Continuity and Information Security Management.

Course Introduction

The ITIL Service Capability course builds upon skills taught as part of the ITIL Foundation course. This course teaches delegates about the importance of Service Offerings & Agreements as well as how to implement them.

What's included in this course?



Certificate



Exam

What's included in this course?



Certificate



Exam

Course Content

The course has the following modules:

- Service Management as a Practice.
- Processes across the Service Lifecycle pertaining to the practice elements within planning, Protection & Optimization.
- Capacity management as a capability to realise successful service design.
- Availability management as a capability to realise successful service design.
- capability to realise successful service design.
- IT Service Continuity Management as a capability to support overall Business Continuity Management.
- Information Security Management as part of the overall corporate governance framework.
- Common Service Operation activities related to Planning, Protection & Optimization.
- Organizing for Service Operation which describe functions to be performed within Planning, Protection & Optimization.

Course Content

The course has the following modules:

- Service Management as a training
- How it carries value to clients and the business
- The supporting methods and tasks that provide support for the Service Lifecycle
- Which phases of the Service Lifecycle provide to SOA and how they all relate
- Service Portfolio Management is inclusive of its project strategy, modules, techniques, actions, roles and operation as well as its administrative structure and the interfaces with other methods
- Service Portfolio Management in connection to the Service Catalogue and Service Pipeline and how these assist SOA
- The benefits and business value from Service Portfolio Management
- Service Catalogue Management inclusive of its design policy, components, actions, roles and process as well as its administrative structure

Frequently Asked Questions

What are the Prerequisites for this course?
It is essential that candidates have passed at Foundation level before taking the ITIL Service Capability Planning, Protection and Optimization exam. It is also recommended that learners have experience with the fundamental theories in IT and related work experience for two years as a minimum. Delegates are recommended to buy and study the following publication in advance of the course ISBN 9780113313051.

How can I find more information?
If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrinxtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?
Candidates must reach a pass at ITIL Foundation level before finishing the ITIL Service Offerings & Agreements (SO&A) exam

What is the experience of the instructor(s) delivering my course?
All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?
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ITIL Lifecycle

Service Operation

Course Introduction

Duration: 5 Days

PRINCE2 stands for Projects in Controlled Environments. The backbone of PRINCE2 itself, is an adaptive based approach for effective project management. The course's techniques detail growth of high level management, organisation and control of a project.

ITIL Lifecycle

Continual Service Improvement

Course Introduction

Duration: 3 Days

The ITIL Continual Service Improvement module will help further your knowledge of the ITIL Service Lifecycle. Upon completion of the exam, you will be rewarded 3 credits towards the MALC ITIL module.

What's included in this course?


Courseware Book



Certificate



Exam



Experienced Instructor

What's included in this course?


Courseware Book


Certificate


Exam


Experienced Instructor

Course Content

The course has the following modules:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Business Case Theme • Organisation Theme • Quality Theme • Plans Theme • Risk Theme • Change Theme • Progress Theme | <ul style="list-style-type: none"> • Starting up a Project Process • Directing a Project Process • Initiating a Project Process • Controlling a Stage Process • Managing Product Delivery Process • Managing a Stage Boundary Process | <ul style="list-style-type: none"> • Closing a Project Process • Tailoring PRINCE2® to the project environment |
|---|---|--|

Course Content

The course has the following modules:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • The Service Gap Model, how Service Level Management contributes to the management of gaps and how a Service Improvement Programme can be applied • The 7-Step Improvement process used in the Continual Service Improvement • The processes and service | <ul style="list-style-type: none"> • lifecycle stages that Continual Service Improvement interfaces with • The fundamental aspects of Continual Service Improvement and be able to define them • How Service Level Management supports Continual Improvement, providing details | <ul style="list-style-type: none"> • and examples related to use of Service Level Agreements, Operational Level Agreements and Underpinning Contracts • How the complete Deming Cycle works and how it can be applied to a real world example. |
|---|--|--|

Frequently Asked Questions

What are the Prerequisites for this course?

This course has no prerequisites, however it is essential that delegates pass the Foundation Level Exam before taking the Practitioner Exam.

What is the experience of the instructor(s) delivering my course?

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How can I find more information?

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Frequently Asked Questions

What are the benefits?

The ITIL course materials and trainers are acknowledged by BCS which guarantees that all materials are of a high standard. Course materials are frequently evaluated in line with standards which are provided by the BCS. Trainers are frequently evaluated by BCS, to guarantee that their understanding of Service Desk Management and ITIL are of a high enough standard to provide a high quality teaching experience.

How can I find more information?

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ITIL Lifecycle Service Design

Course Introduction

Duration: 3 Days

The ITIL Service Design course involves the procedures, strategies, designs and records necessary to design IT services that meet a business's requirements. ITIL Service Design will explain to you the values of service design and demonstrate how to implement design exercise into the broader IT Service management.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Understand the strategy of differentiating value-creation and articulate all the benefits to the business that result from efficient Service Design
- Service Acceptance Criteria and how to use them to create value
- The contents and use of Service Design Packages
- The underpinning processes, functions and assets that link business value to IT services
- The fundamental aspects of Service Design
- Design service solutions related to a customer's needs
- Design and utilize the Service Portfolio to enhance business value
- The measurement systems and metrics
- Service Design models to accommodate different service solutions
- The interaction of Service Design processes
- The flow of Service Design as it relates to the business and customer

Frequently Asked Questions

What are the benefits for taking this ITIL course?

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ITIL Lifecycle Service Strategy

Course Introduction

Duration: 3 Days

The ITIL Service Design course involves the procedures, strategies, designs and records necessary to design IT services that meet a business's requirements. ITIL Service Design will explain to you the values of service design and demonstrate how to implement design exercise into the broader IT Service management.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Understand the strategy of differentiating value-creation and articulate all the benefits to the business that result from efficient Service Design
- Service Acceptance Criteria and how to use them to create value
- The contents and use of Service Design Packages
- The underpinning processes, functions and assets that link business value to IT services
- The fundamental aspects of Service Design
- Design service solutions related to a customer's needs
- Design and utilize the Service Portfolio to enhance business value
- The measurement systems and metrics
- Service Design models to accommodate different service solutions
- The interaction of Service Design processes
- The flow of Service Design as it relates to the business and customer

Frequently Asked Questions

What are the benefits for taking this ITIL course?

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ITIL Lifecycle

Service Transition

Course Introduction

Duration: 3 Days

This 3 day course includes the procedures that are vital to build, test and apply IT products. Service Transition demonstrates how these procedures can be used with the rest of the IT Service lifecycle, involving Service Strategy and Service Design.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- The movement of Service Transition and where the Service Transition evaluation points occurs in the move
- How Service Transition methods adds importance to the industry
- The inputs to and outputs from Service transition as it connects with other service lifecycle stages
- The important features of Service Transition and how to recognise them
- The value of a service in terms of the companies results that customers expect.
- How services deliver value by improving the abilities of customer possessions while eliminating risks
- Service Transition best methods in connection to investor relations and how these best techniques can be implemented
- How to guarantee the value of a new or different service

Frequently Asked Questions

What are the benefits for taking this ITIL course?

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ITIL Lifecycle

Managing Across the Lifecycle

Course Introduction

Duration: 5 Days

This ITIL course connects the full principles of a lifecycle methodology to service management, and combines the awareness gained throughout the certification structure. The course includes all of the ITIL® Capability and Lifecycle certification platforms, and moves to the ITIL Expert training course.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to IT Service Management Business & Managerial Topics
- Managing the Planning and use of IT Service Management
- Management of Strategic Change
- Risk Management
- Managerial Roles
- Understanding Organizational Encounters
- Lifecycle Project Valuation
- Understanding Corresponding Industry Guidance

Frequently Asked Questions

What are the benefits for taking this ITIL course?

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Course Introduction

Duration: 1 Day

The ITIL Overview training course delivers an outline on understanding the topic of Service Management. This 1 day course also allows the learner to study the 5 core volumes which form the structure of ITIL. After involvement in this course, candidates will be able to develop a complete awareness of ITIL.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- To recognise the key values and vocabulary applied in ITIL and IT Service Management
- To appreciate why ITIL is so significant today
- Describe the key advantages of an IT Service Management based method
- Recognise why ITIL is being applied within the business
- To support active candidates in the application method.

Frequently Asked Questions

What are the benefits for taking this ITIL course?

The ITIL course materials and trainers are acknowledged by BCS which guarantees that all materials are of a high standard. Course materials are frequently evaluated in line with standards which are provided by the BCS. Trainers are frequently evaluated by BCS, to guarantee that their understanding of Service Desk Management and ITIL are of a high enough standard to provide a high quality teaching experience.

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TOGAF

Foundation (Part 1)

TOGAF

Certified (Part 2)

Course Introduction

Duration: 2 Days

This Datrix 2 day training course will prepare you to pass the TOGAF Foundation (Part 1) exam and show you to the fundamentals of TOGAF. The TOGAF training course is highly recognised across the globe which presents an awareness of the main theories involving Enterprise Architecture and TOGAF.

Course Introduction

Duration: 2 Days

This Datrix 2 day training course will prepare you to pass the TOGAF Certified (Part 2) exam and show you to the fundamentals of TOGAF. The TOGAF training course is highly recognised across the globe which presents an awareness of the main theories involving Enterprise Architecture and TOGAF.

What's included in this course?



Manual



Certificate



Experienced Instructor

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

- The course has the following modules:
- Course Introduction
 - Management Summary
 - The TOGAF 9 modules
 - An Introduction to the Architecture Development Technique
 - The Enterprise Continuum
 - The Architecture Repository
 - Architecture Governance
 - Architecture Observations and Viewpoints
 - Building Blocks and the ADM
 - The ADM Stages
 - ADM Guidelines and Practices
 - Key ADM Deliverables
 - TOGAF Reference Models
 - TOGAF Certification Program

Course Content

- The course has the following modules:
- Course Introduction
 - The Architecture Repository
 - The Architecture Content Framework
 - The Architecture Content Meta model
 - The Preliminary Phase
 - Business Scenarios
 - Stakeholder Management
 - Architecture Implementation Support Techniques
 - Business Architecture
 - Business Architecture – Catalogues, Diagrams and Matrices
 - Information Systems Architecture
 - Data Architecture
 - Data Architecture – catalogues, Matrices and Diagrams
 - The Integrated Information Infrastructure Reference Model

Frequently Asked Questions

What are the Prerequisites for this course?
There are no prerequisites for the exam however, it is recommended that you should research the basics of TOGAF before attending this course.

What is the experience of the instructor(s) delivering my course?
All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?
If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?
There are no prerequisites for the exam however, it is recommended that you should research the basics of TOGAF before attending this course.

What is the experience of the instructor(s) delivering my course?
All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

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TOGAF

Practitioner (Part 1 & 2)

Course Introduction

Duration: 4 Days

This Datrix 4 day training course will prepare you to pass the TOGAF Certified (Part 1 & 2) exam and show you to the fundamentals of TOGAF. The TOGAF training course is highly recognised across the globe which presents an awareness of the main theories involving Enterprise Architecture and TOGAF.

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Course Introduction
- Management Overview
- The TOGAF® 9.1 Components
- An Introduction to the Architecture Development Method
- The Enterprise Continuum
- The Architecture Repository
- The Architecture Content Framework
- The Architecture Content Meta model
- The Preliminary Phase
- Architecture Governance
- Business Scenarios
- Stakeholder Management
- Architecture Views and Viewpoints
- Building Blocks and the ADM
- Architecture Implementation Support Techniques

Frequently Asked Questions

What are the Prerequisites for this course?
There are no prerequisites for the exam however, it is recommended that you should research the basics of TOGAF before attending this course.

What is the experience of the instructor(s) delivering my course?
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BCS Business Analysis

BCS Business Analysis

Diploma in Business Analysis

BCS Business Analysis

Business Analysis Practice

Course Track

To apply to sit in the Diploma Oral exam, you must have sat and successfully achieved qualifications in the following areas:

Core Modules (written exam, open book)	Knowledge-based specialism (multiple choice/closed book)	Practitioner specialism (Written exam, open book)
Business Analysis Practice	Commercial Awareness/ Organisational Context	Modelling Business Processes (2 days)
Requirements Engineering	Foundation Certificate in Business Analysis	Systems Modelling Techniques
	Foundation Certificate in Business Change	Benefits Management & Business Acceptance
	Foundation Certificate in IS Project Management	Systems Development Essentials
2 of the above	1 of the above	1 of the above

Course Introduction

Duration: 3 Days

The BCS Certificate in Business Analysis course is designed to provide future business analysts the foundations to help further their career. This 3 day training course focuses on solutions for the investigation and improvement of business.

What's included in this course?



Courseware Folder



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Validation
- The role of the Business Analyst, a lifecycle for business change, purpose of studying and forming business systems.
- A contrast of the business analyst and systems analyst roles.
- Summary of business analysis methods.
- Strategic Analysis in Framework.
- Recognising the business domain.
- Internal environment study.
- External environment analysis.
- SWOT study.
- Critical Success Features and Key Performance Indicators.
- The Balanced Business Scorecard.
- Overview of areas of strategy as well as IS strategy

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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BCS Business Analysis

Requirements Engineering

BCS Business Analysis

Commercial Awareness

Course Introduction

Duration: 3 Days

The outline for the 3 day course comprises Requirements Elicitation, Requirements Analysis, Requirements Validation to deliver good value, and Requirements Documentation recommended by Requirements Management.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to requirements
- Stakeholders in the requirements gathering procedure
- Stimulating stakeholder requirements
- Examining the requirements met
- Building the hierarchy – types of requirement
- Using filters
- Supporting the requirements
- Use of models
- Business process model
- Use case model
- Class diagram
- Validating the requirements
- Requirements Management
- Revision

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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Course Introduction

Duration: 3 Days

This certificate looks at the commercial and structural information essential for business analysis work. The programme is designed around the two key areas of Business Finance and Structural Behaviour, and uses meanings, methods and values from the books stated in the BCS reading list.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Syllabus Part 1 – Business Finance – 50% of course/examination
- Assessing a Financial Case
- Planning and Valuation
- Financial writing and Study
- Syllabus Part 2 – Organisational Behaviour
- Competitive gains
- Structural behaviour and culture
- Group formation.

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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BCS Business Analysis

Foundation Certificate in Business Analysis

BCS Business Analysis

Foundation Certificate in Business Change

Course Introduction

Duration: 3 Days

This 3 day course can be implemented as a professional unit for the Diploma in Business Analysis and the Diploma in Solutions Development. Additionally, the training course delivers a foundation in Business Analysis for experts in other disciplines, especially Project Managers and System Developers.

Course Introduction

Duration: 2 Days

The BCS foundation certificate in business change is intended for anyone who wants to learn about the procedures and methods applied in providing business change. The techniques involved include business and IT arrangement, benefits organisation and business modelling methods.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- The role and capabilities of a business analyst
- Strategy analysis
- Business system and business process modelling
- Stakeholder analysis
- Investigation and modelling techniques
- Requirements engineering
- Business case development
- Management of business change

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- IT-enabled business change outline
- Business/IT arrangement
- Business Change Strategy
- Business change Operation
- Benefits Management

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

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BCS Business Analysis

Foundation Certificate in IS Project Management

BCS Business Analysis

Modelling Business Processes

Course Introduction

Course Introduction

Duration: 3 Days

Duration: 2 Days

This BCS foundation certificate provides learners with an understanding of the principles of project management. Learners will learn about techniques that help support industry good practice as well as project planning, monitoring and control.

This BCS certification provides a foundation for the variety of professional BCS modular certificates in the areas of Business Analysis, IS Consultancy and Business Change, plus the higher level BCS Diploma in Business Analysis.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Project Environment
- Project Initiation
- Project Planning
- Estimating Deliverables
- Planning Networks and Charts
- Working in Teams
- Motivation and Management Style
- Project risk Management
- Project Quality Plan
- Project Mentoring, reporting and control
- Project Completion
- The Project Manager
- Examination

The course has the following modules:

- Business systems and IT systems
- Definition of a process
- Context and detailed approaches
- Logical and physical processes
- Roles and responsibilities in business process modelling
- Process and functional views of an organisation
- Stakeholders
- Value chain analysis
- Systems within an organisation
- Scope of processes
- Case study – stakeholder identification and value chain analysis
- Approaches to process modelling
- Flow charts
- Scenario descriptions

Frequently Asked Questions

Frequently Asked Questions

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BCS Business Analysis

Benefits Management & Business Acceptance

Course Introduction

Duration: 3 Days

This BCS practitioner certificate highlights the importance of successful software solutions. This course focuses on two key areas: acceptance testing and benefits management.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Describe the contents of a business case
- Explain the importance of the alignment between the business strategy and the business case
- Explain the difference between tangible and intangible benefits
- Describe the four key categories of benefits
- Describe the roles in benefits management
- Describe a process for benefits management
- Describe the benefits plan
- Describe the solution delivery process
- Define a framework for effective acceptance testing
- Develop appropriate acceptance testing scenario test specifications
- Develop appropriate acceptance testing plans
- Define prerequisites to acceptance testing

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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BCS Business Analysis

Systems Development Essentials

Course Introduction

Duration: 3 Days

This BCS certificate provides a foundation for a variety of BCS modular certificates. Modules covered includes Business Analysis, IS Consultancy and Business Change, plus the higher level BCS Diploma in Business Analysis.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- The aims and responsibilities of systems development
- Roles and actors in systems development
- Technical and relational skills of the analysts
- The emergence of skills frameworks (SFIA)
- The Capability Maturity
- Model Integration (CMMI)
- Enterprise, systems and structure levels of architecture
- Inputs at an enterprise level
- Inputs at system and infrastructure level Model Driven Architecture
- Waterfall model
- V model
- Incremental model
- Spiral model
- Advantages and disadvantages of each method
- Selection of an appropriate development approach

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

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BCS Business Analysis

BCS/ISTQB Systems Modelling Techniques

Course Introduction

Duration: 3 Days

The BCS/ ISTQB training course is a highly acknowledged certification across the globe indicating useful information of the fundamentals of software testing. The course is designed to teach you how to present the essential values of software testing and attain the BCS/ISTQB Certified Tester Foundation Level.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- The Fundamentals of Testing
- Testing Throughout the Life-cycle
- Static Test Techniques
- Dynamic Test Techniques
- Test Management
- Tool Support for Testing

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course. However, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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Health & Safety

IOSH

Directing Safely Training

IOSH

Working Safely

Course Introduction

Duration: 1 Day

Directing Safely is a health and safety programme that is designed for all private, public and third sector groups. This 1 day course reveals the techniques set out in the Institute of Directors/Health and Safety Executive guidance.

Course Introduction

Duration: 1 Day

This IOSH one day course is globally recognized and is intended for all employees working in any business who need to expand their knowledge of health and safety. Learners will recognise how their actions support health and safety and will have a full acknowledgement of their health and safety tasks at work.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Moral, legal, financial and reputational arguments for health and safety management.
- Integrating health and safety into the business agenda.
- Why health and safety leadership is important.
- The importance of strong leadership, worker involvement and assessment/review.
- Directors' responsibilities – appointment of a health and safety director and the role of non-executive directors.
- Identifying significant risks to the organisation.
- Establishing and maintaining a health and safety policy.
- The importance of integrating the policy into the organisation's culture, values and standards.
- Corporate governance.
- Communicating, promoting and championing health and safety throughout the organisation.

Course Content

The course has the following modules:

- Introducing Working Safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

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IOSH

Managing Safely Training

IOSH

Safety for Senior Executives

Course Introduction

Course Introduction

Duration: 4 Days

IOSH stands for Institution of Occupational Safety and Health. This 4 day training course is intended to guarantee that correct health and safety techniques are detected within a business. Completion of this course will follow on to an IOSH accredited certificate.

Duration: 1 Day

This IOSH 1 day course is intended for senior staff working in any business who need a foundation for the fundamentals of health and safety.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Assessment



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Why is it important to manage safely?
- What are your responsibilities as a manager?
- What is risk?
- What is a risk assessment?
- How are risk assessments carried out?
- What is risk?
- What is a risk assessment?
- How do you reduce risk?
- How do you decide which risk control to use?
- What does the law require managers to do?
- How does the law work?
- What are the key parts of a health and safety management system?
- What are common hazards?

The course has the following modules:

- The legal, moral and financial drivers to manage health and safety
- An overview of civil and criminal law covering: negligence, the Health and Safety at Work Act; the HSE enforcement policy, and corporate manslaughter
- Corporate governance
- Health and safety management systems
- Health and safety culture and leadership

Frequently Asked Questions

Frequently Asked Questions

What are the benefits for taking this course?

Candidates will learn to learn the importance of managing safely, such as preventing accidents or understanding and reducing risk. This course will enable candidates to build the essential skills to manage in an effective, yet safe manner.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

What are the Prerequisites for this course?

There are no prerequisites for the course however, it is recommended that learners research the subject before attending.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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NEBOSH

Introduction to NEBOSH Training

NEBOSH

NEBOSH Award in Health and Safety at Work

Course Introduction

Duration: 1 Day

These courses are intended for anybody looking to manage health and safety in different working environments. This 1 day training course describes the needs that managers, supervisors and employees have in the workplace to guarantee that environmental risks are at a minimum.

Course Introduction

Duration: 3 Days

These courses are intended for anyone looking to manage health and safety in different working environments. This 3 day training course aims to provide the perfect introduction for anyone who wants a good introduction to Health and Safety.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Foundations of Environmental Management
- Environmental Management Systems
- Environmental Impact Assessments
- Control of Emissions to Air
- Control of Contamination of Water Sources
- Control of Waste and Land Use
- Sources of Use of Energy and Energy Efficiency
- Control of Environmental Noise
- Planning for and Dealing with Environmental Emergencies

The course has the following modules:

- The scope and nature of workplace health and safety.
- The reasons for practicing good standards of health and safety.
- The key internal and external sources of health and safety information.
- Health and safety role and responsibilities of relevant parties.
- Key features of a system to effectively manage health and safety.
- How accidents are caused and the role and function of accident recording and investigation.
- Methods of improving health and safety performance.
- Causes of fires and explosions in typical work activities.
- Appropriate control measures to minimise fire risks.

Frequently Asked Questions

What time shall I arrive at the venue?

Please arrive at the venue for 08:45am

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this course however, it is recommended that you research NEBOSH before you attend the training course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

NEBOSH

International General Certificate in Occupational Health and Safety

NEBOSH

National Diploma in Occupational Health and Safety

Course Introduction

Duration: 11 Days

These courses are intended for anyone who is seeking to manage health and safety in different working environments. This 11 day training course aims to teach learners the skills needed to complete the NEBOSH International General Certificate examination.

Course Introduction

Duration: 30 Days

This 30 day training course describes the needs that managers, supervisors and employees have in the workplace to guarantee all environmental risks are kept to a minimum.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- The scope and nature of occupational health and safety.
- The moral and financial reasons for promoting good standards of health and safety.
- Outline the role of national governments and international bodies in formulating a framework for the regulation of health and safety.
- Identify the nature and key sources of health and safety information.
- Outline the key elements of a health and safety management system.
- Key elements of a health and safety management system.
- Purpose and importance of setting policy for health and safety.
- Key features and appropriate content of an effective health and safety policy.

What's included in this course?



Courseware Materials



Experienced Instructor

Course Content

The course has the following modules:

- Principles of health and safety management
- Loss causation and incident investigation
- Measuring and reviewing health and safety performance
- Identifying hazards, assessing and evaluating risk
- Risk control
- Organisational factors
- Human factors
- Principles of health and safety law
- Criminal law
- Civil law
- Principles of toxicology and epidemiology
- Hazardous substances and other chemicals - assessment of risk
- Hazardous substances and other chemicals - engineering controls and personal protective equipment

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for this course however, it is recommended that you research NEBOSH before you attend the training course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

Learners must complete the NEBOSH National General Certificate in Occupational Health and Safety.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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Technical IT

CISCO

CCNA

Course Introduction

Duration: 5 Days

The CISCO Certified Network Associate (CCNA) Routing and Switching certification improves your skill to organise, install, function and troubleshoot routed and switched networks of a medium size.

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

Course Content

The course has the following modules:

- Internetworking Basic
- The OSI Reference Model
- Ethernet Networks in Review
- CSMA/CD
- Half and Full-Duplex Ethernet
- Ethernet Cabling
- Data Encapsulation
- The Cisco Three-Layer Hierarchical Model
- Introducing TCP/IP
- TCP/IP and the DoD Model
- IP Addressing
- Broadcast Address
- Multicast Address
- Unicast Address
- How to make Subnets
- Subnet Masks
- Classless Inter Domain Routing (CIDR)

Frequently Asked Questions

What are the Prerequisites for this course?

The knowledge and skills that a learner must have before attending this course are as follows: basic computer literacy, basic Microsoft Windows navigation skills, basic Internet usage skills, basic e-mail usage skills.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Course Introduction

Duration: 10 Days

The Cisco CCNP ten-day course is intended to help students prepare for Cisco CCNP Routing and Switching® certification. The course is aimed at professionals looking to plan, implement, verify and troubleshoot medium to large networks, and learn to collaborate with other networking specialists.

Course Introduction

Duration: 4 Days

The 4 day course is structured specifically to improve skills and experience of the maintenance of IT products, such as operating systems, printers, mobile devices and PCs. CompTIA is considered the industry standard for technicians when it comes to IT hardware and software.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

Course Content

The course has the following modules:

- Module 1: Planning Routing Services to Requirements Solution
- Module 2: Applying an EIGRP-Based Solution
- Module 3: Executing a Scalable Multiarea Network OSPF-Based Solution
- Module 4: Implementing an IPv4-Based Redistribution
- Module 5: Effecting Path Control
- Module 6: Linking an Enterprise Network to an ISP Network

Course Content

The course has the following modules:

- The Visible PC
- Introduction to the PC
- Key Functions of a PC
- The System Case
- I/O Ports and Cables
- PS2 Ports
- Parallel Ports
- Serial Ports
- USB Ports
- SCSI
- IEEE 1394 (Firewire)
- Modem and Network Ports
- Audio Ports
- Joystick/MIDI Ports
- Adding and Removing Peripherals
- Motherboards
- Motherboard Layout
- System Clock
- Bus Architecture
- Motherboard Components

Frequently Asked Questions

What are the Prerequisites for this course?

Before attending this course, delegates should have achieved Cisco CCNA® Routing and Switching certification, as this is needed before achieving CCNP. It is also recommended that the delegate have practical experience in installing, operating, and maintaining Cisco routers and switches in an enterprise environment.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Frequently Asked Questions

What type of role could this course lead to?

An entry level position such as IT Technician, IT Administrator, PC Hardware Technician or IT Service Engineer.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Course Introduction

Duration: 4 Days

CompTIA Network+ is a 4 day course which teaches the knowledge required for candidates to achieve CompTIA N+ certification which validates knowledge in building, organising and protecting networks.

Course Introduction

Duration: 4 Days

CompTIA Security+ is developed to improve your abilities and understanding of IT security. CompTIA is considered the industry standard for technicians when it comes to knowledge of hardware and software.

This 4 day course is intended to provide everything needed to pass the CompTIA Security+ exam.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

Course Content

The course has the following modules:

- Introduction
- Cards and Cabling
- Networking Technologies
- Protocols
- Extending Networks
- TCP/IP
- Client / Server Communication Layers Server
- Remote Connectivity
- Network Security

Course Content

The course has the following modules:

- Identifying Social Engineering Attacks
- Classifying Network Attacks
- Classifying Software Based Attacks
- Harden Base Operating Systems and Directory Services
- DHCP Services
- DHCP Servers
- Network File
- Print Servers
- Harden Internetwork Connection Devices
- DNS and BIND Servers
- Web Servers and FTP Servers
- Email Servers
- Secure Network Traffic Using Ip Security (IPSec)
- Wireless Traffic
- Client Internet Access
- Remote Access Channel

Frequently Asked Questions

What are the pre-requisites?

Delegates should have some knowledge of basic PC hardware, operating system fundamentals and the Windows desktop environment. Some understanding of basic networks would also be helpful.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

It is recommended that CompTIA Security+ candidates have at least two years of technical networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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Java

Java programming

Java

Fundamentals of Java Programming

Course Introduction

Duration: 5 Days

This Java Programming course is focused on the fundamentals of the Java language, object expansion and the organisation of Java applications. It covers the Java Platform up to version 7.

Java is the organisation for essentially every kind of networked submission.

Course Introduction

Duration: 5 Days

During this course you will learn the keywords and concepts of the Java programming language. You will also learn the stages essential to produce simple Java technology programs.

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

Course Content

The course has the following modules:

- Explain the Java design
- List and describe the regular Java packages in a variety of forms
- Create, build, and debug Java projects
- Build and release Java applets and applications
- Store objects using Java's
- Collection framework
- Write strong applications using Exception handling
- Perform a diversity of I/O using Stream and File lessons
- Develop GUI systems using the Abstract Windowing Toolkit (AWT)
- Advance GUI systems using
- the Swing classes (JFC)
- Recognise the JavaBeans component planning
- Raise and reply to events
- Create Java courses with synchronized threads
- Create Network aware submissions

Course Content

The course has the following modules:

- Java Technology Primer
- Package, Compile & Understand
- Developing and Analysing a Java Program
- Java Operators and Strings
- Understanding procedures
- Basic Programmes and Variables
- Classes and Relationships
- Understanding Tradition
- Encapsulation and Constructors
- Understanding Polymorphism
- Adjustable Scope and Class Building
- Declare, Prepare and Use Variables
- Loop Constructs
- Produce and Use Objects
- Using Arrays

Frequently Asked Questions

What are the Prerequisites for this course?

We recommend delegates have taken the Fundamentals of Java Programming course (SE 6)

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

What are the Prerequisites for this course?

We recommend that you understand the command-line interface and have previously used a text editor and browser.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Java

Developing Applications with Java EE7

Certified Ethical Hacker

Certified Ethical Hacker V8 Training

Course Introduction

Duration: 5 Days

This Java course introduces people to version 6 of the Java Enterprise Publication API. The training will explain the JEE tools and how they can be used to build large scale web based applications.

Course Introduction

Duration: 5 Days

The Datrix 5-day ethical hacking training course offers a practical experience into the hacking approach, inspecting and essentially using the tools and methods that hackers use to promote attacks on infrastructure.

What's included in this course?



Courseware Book



Certificate



Exam Preparation



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Recognize the Java Enterprise Design
- Mark java plans to interface with databases
- Run process calls on remote devices
- Writing code to produce dynamic HTML sheets
- Generate web applications by using Servlets
- Using tag libraries to advance Java Server Pages
- Examine web applications using Java Server Faces
- Organise the Java Messaging Facilities
- Recognize the Java Naming and Manual Interface
- Construct business modules with the EJB requirements
- Use the Java Persistence API to generate individual classes
- Analyse transactions with the Java Transaction API
- Transcribe web facilities

Course Content

The course has the following modules:

- Overview of Ethical Hacking
- Footprinting and Reconnaissance
- Scanning Networks
- Enumeration
- System Hacking
- Trojans and Backdoors
- Viruses and Worms
- Sniffers
- Social Engineering
- Denial of Service Session Hijacking
- Hijacking Webservers
- SQL Injection
- Hacking Wireless Networks
- Evading IDS, Firewalls, and Honeypots
- Buffer Overflow
- Cryptography

Frequently Asked Questions

Is this course for me?

The Developing Applications with Java EE course is aimed at programmers who need to understand and program in the Java enterprise architecture.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Frequently Asked Questions

Who is this course for?

Security officers, auditors and security professionals, site administrators and those concerned about network infrastructure will benefit from this course.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Course Introduction

Duration: 4 Days

This Primavera training course covers the basics of how to use the Web-based project management tool on Primavera P6 Rel 8.2. The course covers creating projects, adding activities and relationships together, allocating resources, adjusting the project plan to account for schedule delays.

Course Introduction

Duration: 5 Days

This CISSP course trains learners in all subjects of the security Common Body of Knowledge. You will study security policy development, secure software development actions, network vulnerabilities, attack styles and matching countermeasures, cryptography theories and their uses.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Introduction to Primavera P6 Rel 8.2
- Fundamentals to Rel 8.2
- P6 Data
- Project creation
- Work Breakdown Assembly
- Add Activities
- Activity Views
- Relationships
- Project Scheduling
- Constraints Assigning
- Project Schedule
- Project Workspace
- Roles and Resources
- Calendars
- Base lining services
- Project Planning
- Executing skills
- Updating Assignments
- Analysis Methods

The course has the following modules:

- Access Control Systems and Methods
- Security Architecture and Models
- Disaster Recovery and Business Continuity Planning
- Security Management Practices
- Law, Investigation and Ethics
- Physical Security
- Operations Security
- Telecoms and Network Security

Frequently Asked Questions

What is the experience of the instructor(s) delivering my course?
All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?
If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrrixtraining.com

Frequently Asked Questions

What are the pre-requisites?
To take the CISSP exam, candidates must have 5 years of cumulative full-time paid work experience in two or more of the eight CISSP Common Body of Knowledge domains. A one year experience waiver is given for those with a 4-year university degree or additional credential from the (ISC)² approved list.

How can I find more information?
If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrrixtraining.com

Course Introduction

Duration: 4 Days

This 4 day course offers you the essential information required to pass the Certified Information Systems Auditor exam provided by ISACA. The CISA Certification is recognized across the globe as a measure of quality IS audit control.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Developing a risk based IT audit strategy
- Planning specific audits
- Conducting audits to IS audit standards
- Implementation of risk management and control practices
- Effectiveness of IT Governance structure
- IT organisational structure and human resources (personnel) management
- Organisation's IT policies, standards and procedures
- Adequacy of the Quality Management System
- IT management and monitoring of controls
- IT resource investment & IT contracting strategies and policies
- Management of organisations IT related risks
- Monitoring and assurance practices

Frequently Asked Questions

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Course Introduction

Duration: 4 Days

This 4 day course offers you the essential knowledge required to pass the Certified Information Security Manager professional certification exam. The CISM certification encourages and supports international security practices and identifies experts who manage, design, supervise and evaluate.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Testing-Taking Tips and Study Methods
- Information Security Governance
- Information Risk Management
- Information Security Program Development
- Information Security Program Management Security Program
- Incident Management

Frequently Asked Questions

What are the pre-requisites?

Submit verified evidence of a minimum of five years of information security work experience, with a minimum of three years of information security management work experience in three or more of the job practice analysis areas.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

VMware

VSphere 6.0: Install, Configure, Manage

Course Introduction

Duration: 4 Days

This 4-day VMware course focuses on the installation, configuration, and management of VMware vSphere 6.0. The course is one of the two possible prerequisites to VMware Certified Professional certification, meaning completion of it will allow you to take the VMware Certified Professional 5 exam

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduce components of the virtualized data center
- Describe where vSphere fits into the cloud architecture
- Introduce VMware® vCenter™ Single Sign-on
- Install and use vSphere Web Client
- Introduce virtual machines, virtual machine hardware, and virtual machine files
- Deploy a single virtual machine
- Introduce the vCenter Server architecture
- Introduce VMware® vCenter™ Server Appliance™
- Configure and manage vCenter Server Appliance
- Manage vCenter Server inventory objects and licenses

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites to attend, but we recommend having system administration experience on Windows or Linux.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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VMware

VSphere 5.5: Install, Configure, Manage

Course Introduction

Duration: 4 Days

This 4-day VMware course focuses on the installation, configuration, and management of VMware vSphere® v5.5. The course is one of the two possible prerequisites to VMware Certified Professional certification, meaning completion of it will allow you to take the VMware® Certified Professional 5 exam.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduce components of the virtualized data center
- Describe where vSphere fits into the cloud architecture
- Introduce VMware® vCenter™ Single Sign-on
- Install and use vSphere Web Client
- Introduce virtual machines, virtual machine hardware, and virtual machine files
- Deploy a single virtual machine
- Introduce the vCenter Server architecture
- Introduce VMware® vCenter™ Server Appliance™
- Configure and manage vCenter Server Appliance
- Manage vCenter Server inventory objects and licenses

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites to attend, but we recommend having system administration experience on Windows or Linux.

What is the experience of the instructor(s) delivering my course?

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A photograph of an office environment with several people working at computer workstations. The scene is captured from a side profile, showing a woman in the foreground on the left and a man on the right, both focused on their work. The background shows other employees in a similar setting. A dark blue horizontal band is overlaid across the middle of the image, containing the text 'Microsoft Office' in white.

Microsoft Office

Microsoft Project

2010 Introduction

Course Introduction

Duration: 1 Day

This 1-day course provides the ideal introduction to Microsoft Project for new users of the project management program. It covers topics such as resource allocation and working with deadlines.

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- What is a Project
- MS Project screen and interface
- Manual and automatic scheduling
- The task list
- Work breakdown structures
- The critical path
- Date and calendar issues
- Resource allocation
- Working within budget
- Working with deadlines
- Working with limited resources
- Ways of viewing projects
- Publishing project information
- Printing tips and tricks
- Project's report gallery

Frequently Asked Questions

What are the prerequisites for this course?

It is recommended that learners are consistent users of one or more Microsoft Packages, preferably Excel or Word.

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

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Microsoft Project

2010 Intermediate

Course Introduction

Duration: 1 Day

This Microsoft Office course is directed at current users of Microsoft Project who wish to increase their knowledge beyond the fundamentals. It covers topics such as project schedules and multiple-project handling.

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Project schedules – a brief review Tasks, headings, dependencies, durations, calendars resources and constraints
- Project tracking and progress control Working with baselines and interim plans; entering actual times, work and costs; using views that focus on tracking
- Rescheduling – Loading changes and slippage into a project; Techniques for resolving problems which occur when a task slips; how Project handles scheduling problem
- Visual Reports with advanced usage hints and tips
- Sending data to Excel and Visio for graphical reporting
- Communicating Progress – Formatting, printing and reporting project progress; Customising Project's reports and views to show slippage and other progress issues

Frequently Asked Questions

What are the Prerequisites for this course?

It is recommended that learners are consistent users of one or more Microsoft Packages, preferably Excel or Word.

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Microsoft Project

2010 Advanced

Microsoft Project

2013 Introduction

Course Introduction

Duration: 1 Day

This Microsoft Office course is directed at current users of Microsoft Project who wish to increase their knowledge and learn advanced techniques for using the software. It covers topics such as Gantt Charts and Filters.

Course Introduction

Duration: 1 Day

This 1-day introduction to the latest version of Microsoft Project covers all the fundamentals a new user would need to know in order to use the program effectively. Topics covered include creating a project plan and managing resources.

What's included in this course?



Manual



Certificate



Experienced Instructor

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Creating Projects
- Timeline Projects
- Resource Driven Projects
- Setting Projects to Auto Schedule & Effort Driven Complex Calendars
- Base Calendars
- Resource Calendars
- Task Calendars Subprojects
- Subprojects Resource Pools
- Resource Sharing
- Reviewing Workloads Tracking
- Setting the Baseline
- Tracking
- Updating Tasks
- Updating Actual Work

Course Content

The course has the following modules:

- Topic A – Introduction to Microsoft Project 2013
- Topic B – Explore the Microsoft Project 2013 Environment
- Topic C – Display an Existing Project Plan in different Views
- Topic A – Create a New Microsoft Project Plan
- Topic B – Setting Project Working Time
- Topic C – Project Information
- Topic D – Create Summary Stages or Phases
- Topic E – Editing the Task List
- Topic F – Defining the Activity List
- Topic G – Creating and Applying Task Calendars
- Topic H – Creating the Work Breakdown Structure

Frequently Asked Questions

What are the Prerequisites for this course?
It is recommended that learners are consistent users of MS Project.

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Microsoft Project

2013 Advanced

Microsoft Excel

2010 Introduction

Course Introduction

Duration: 1 Day

This 1-day course covers advanced features of Microsoft Project for experienced users, such as cost management and progress tracking.

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at new users of Microsoft Excel 2010. Delegates should be capable of using a PC with the Microsoft Windows operating system, but no previous skill with Excel is essential.

What's included in this course?



Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Cost Management in Microsoft Project
- Working with Multiple Projects
- Evaluation
- Importing and Exporting Data
- Tracking Progress and Project
- Actuals
- Customising Microsoft Project

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Starting Out
- About Workbooks
- Exploring your Workbook
- Getting Help with Excel
- The Quick Access Toolbar and File Menu
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab
- The Review Tab
- Working with Excel
- Basic Excel Features
- Moving your Data
- Smart Tags and Options Buttons
- Editing Tools
- Modifying Cells and Data
- Cell Formatting
- Enhancing a Worksheet's Appearance

Frequently Asked Questions

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Microsoft Excel

2010 Intermediate

Microsoft Excel

2010 Advanced

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at users of Microsoft Excel 2010 who wish to build their fundamental skills and learn intermediate features. This workshop is intended for existing users who want to gain an improved understanding of Project's services for monitoring, tracking and reporting project progress.

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at new users of Microsoft Excel 2010 who need to learn advanced features of the program. Delegates should have a good working understanding of the modules covered in the Introduction and Intermediate courses.

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Using Windows Explorer within Excel
- Saving your Files
- Using File Management Tools, Part One
- Using File Management Tools, Part Two
- Using Formulas in Excel
- Exploring Excel Functions
- Using Functions in Excel
- Working with Names and Ranges
- Working with Array Formulas
- Working with Tables
- Working with Records and Fields
- Working with Tables and Filters
- Using Excel as a Database
- Research Tools
- Using Themes
- Adding Text Boxes

Frequently Asked Questions

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What's included in this course?



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Outlining and Grouping Data
- Using the Subtotals Tool
- Exploring Scenarios
- Goal Seek and Data Tables
- Using Solver
- Getting Started with PivotTables
- Displaying Data in a PivotTable
- Formatting a PivotTable
- Using the Classic PivotTable Layout
- Slicers
- Getting Started with Pivot Charts
- Using the PivotChart Tools Tabs
- Formatting a PivotChart
- Excel and Hyperlinks
- Using Custom AutoFill Lists
- Sharing Workbooks

Frequently Asked Questions

What are the Prerequisites for this course?

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Microsoft Excel

2013 Introduction

Microsoft Excel

2013 Intermediate

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at new users of Microsoft Excel 2013 who wish to understand how to use basic functions of the software. Delegates should be capable of using a PC with the Microsoft Windows operating system, but no previous experience with Excel is essential.

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at users of Microsoft Excel 2013 who wish to build on their fundamental knowledge. During this workshop, you will be able to learn how to manage excel documents, create common functions and formulae, use excel tables to manage data and use advanced charting tools.

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Starting Out
- About Workbooks
- Exploring your Workbook
- Getting Help with Excel
- The Quick Access Toolbar and File Menu
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab
- The Review Tab
- Working with Excel
- Basic Excel Features
- Moving your Data
- Smart Tags and Options Buttons
- Editing Tools
- Modifying Cells and Data
- Cell Formatting
- Enhancing a Worksheet's Appearance

Frequently Asked Questions

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What's included in this course?

Course Content

The course has the following modules:

- Saving and File Management
- Converting and Encrypting Files
- File Properties and Digital Signatures
- File Accessibility and Compatibility
- Formulas with Absolute References
- AutoSum Functions (SUM & AVERAGE)
- IF and Nested Functions
- Working with Named Ranges
- Array Functions (SUMIF & AVERAGEIF)
- Formula Auditing
- Creating Excel Tables
- Working with Records and Filters
- Advanced Filters

Frequently Asked Questions

What are the Prerequisites for this course?

It is recommended that learners are consistent users of one or more Microsoft Packages, preferably Excel or Word.

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Microsoft Excel

2013 Advanced

Microsoft Powerpoint

2010 Introduction

Course Introduction

Duration: 1 Day

The Microsoft Office course is aimed at experienced users of Microsoft Excel 2013 who wish to learn advanced features and master the popular spreadsheet program.

Course Introduction

Duration: 1 Day

This 1-day introduction to PowerPoint provides an overview of some of the basic fundamentals of Microsoft's popular presentation software. It is intended for new users and does not require previous experience of PowerPoint to attend.

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Outlining and Grouping Data
- Using the Subtotals Tool
- Exploring Scenarios
- Goal Seek and Data Tables
- Using Solver
- Getting Started with PivotTables
- Displaying Data in a PivotTable
- Formatting a PivotTable
- Using the Classic PivotTable Layout
- Getting Started with Pivot Charts
- Using the PivotChart Tools Tabs
- Formatting a PivotChart
- Excel and Hyperlinks
- Using Custom AutoFill Lists
- Sharing Workbooks
- Recording and Playing Macros
- Copying and Deleting Macros
- Visual Basic and Macros
- Using the VLOOKUP Function
- Using the LOOKUP Function

Course Content

The course has the following modules:

- Meeting Microsoft Office PowerPoint 2010
- Creating a Presentation
- Working with Your Presentation
- Editing Your Presentation
- Arranging Slides
- Getting Help in PowerPoint
- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- Customising the Ribbon
- Using Templates
- Working with Text Boxes
- Basic Editing Tools
- Formatting Text: Effects; Fonts and Spacing
- Formatting Text: Alignment; Indenting and Lists
- Advanced Text Tools
- Drawing Shapes
- Working with Shapes
- Working with Text and Shapes

Frequently Asked Questions

What are the Prerequisites for this course?

It is recommended that learners are consistent users of one or more Microsoft Packages, preferably Excel or Word.

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Course Introduction

Duration: 1 Day

This 1-day course provides an overview of some of the advanced features of Microsoft Powerpoint, including editing video files and setting up slide masters.

Course Introduction

Duration: 1 Day

This 1-day introduction to Microsoft's latest version of its popular presentation software is intended for those who are new to PowerPoint or used to previous versions. It focuses on the fundamentals of day to day use of the software, including creating slides and working with text and shapes.

What's included in this course?

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor



Courseware Manual



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Using Windows Explorer within PowerPoint
- File Management Tools
- Using Presentation Tools: Optimisation and Compression
- Using Presentation Tools: Inspection and Checking
- Inserting Pictures
- Editing Pictures
- Manipulating Pictures
- Formatting Pictures
- Managing Pictures
- Inserting Video Files
- Editing Video Files
- Inserting Audio Files
- Editing Audio Files
- Inserting Tables
- Editing Tables
- Formatting Tables
- Inserting Charts
- Inserting SmartArt

Course Content

The course has the following modules:

- Meeting Microsoft Office PowerPoint 2013
- Creating a Presentation
- Working with Your Presentation
- Editing Your Presentation
- Arranging Slides
- Getting Help in PowerPoint
- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon
- Using Templates
- Working with Text Boxes
- Basic Editing Tools
- Formatting Text
- Formatting Text
- Advanced Text Tools
- Drawing Shapes
- Working with Shapes
- Working with Text and Shapes
- Advanced Shape Tasks

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Microsoft Powerpoint

2013 Advanced

Microsoft Access

2010 Introduction

Course Introduction

Duration: 1 Day

This 1-day course covers advanced features of the latest version of PowerPoint such as editing video files and using slide masters. It is intended for experienced users of PowerPoint who wish to expand their knowledge beyond the basics.

Course Introduction

Duration: 1 Day

This 1-day introduction to Microsoft Access covers the basics of the popular database program including creating databases and using reports.

What's included in this course?

What's included in this course?



Courseware Manual



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

Course Content

The course has the following modules:

- Using Windows Explorer within PowerPoint
- File Management Tools
- Using Presentation Tools: Optimisation and Compression
- Using Presentation Tools: Inspection and Checking
- Inserting Pictures
- Editing Pictures
- Manipulating Pictures
- Formatting Pictures
- Managing Pictures
- Inserting Video Files
- Editing Video Files
- Inserting Audio Files
- Editing Audio Files
- Inserting Tables
- Editing Tables
- Formatting Tables
- Inserting Charts
- Inserting SmartArt

The course has the following modules:

- Creating Databases
- Working with Fields and Records
- Creating and Using Forums
- Creating and Using Reports
- Importing, Exporting and Linking Objects

Frequently Asked Questions

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Microsoft Access

2010 Intermediate

Microsoft Access

2010 Advanced

Course Introduction

Duration: 1 Day

This 1 day course is intended for those reasonably experienced with Microsoft Access and covers features beyond the fundamentals including relational databases and advanced queries.

Course Introduction

Duration: 1 Day

This course is intended for experienced users of Microsoft Access and teaches advanced features of the database software such as PivotTables and Macros.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Creating relational databases
- Working with related tables
- Defining data entry rules
- Using advanced query features
- Creating advanced queries
- Creating advanced form design
- Using advanced report features

Course Content

The course has the following modules:

- PivotTables and PivotCharts
- Creating advanced Forms
- Macros
- Creating Advanced Macros
- Exploring Access SQL
- Integrating the Internet
- Managing Databases
- Security Fundamentals

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Microsoft Access

2013 Introduction

Microsoft Access

2013 Intermediate

Course Introduction

Duration: 1 Day

Focused on the fundamentals of Access 2013, this 1-day course covers basics including forms and queries, as long as the new Ribbon Interface for those used to older versions of Access.

Course Introduction

Duration: 1 Day

This 1 day intermediate course focuses on features of the latest version of Microsoft Access which go beyond the basics, such as Report Tasks and Advanced Queries.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Starting Out With Access 2013
- Interface Basics
- Database Security
- Getting Help
- The Quick Access Toolbar
- Basics of Tabs
- The Home Tab
- The Create Tab
- The External Data Tab
- The Database Tools Tab
- First Steps in Database Creation
- Database Records
- Creating a Table
- Formatting Text
- Creating and Using Forms
- Creating and Using Queries
- Creating and Using Reports
- Sorting and Filtering Data
- Viewing Data

Frequently Asked Questions

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Using Windows Explorer within Access
- Database Management
- Saving Your Files
- Exporting Files
- Linking Files
- Customising Tables
- Table Properties • More Table
- Properties
- Data Validation and Lookup Wizard
- Basic Form Controls
- Advanced Form Controls
- Formatting Your Form
- Formatting Controls
- Using Themes
- Organizing Report Data
- Formatting Reports
- Common Report Tasks
- Basic Queries
- Doing More with Queries
- Creating Advanced Queries
- Creating Management (Action) Queries

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Microsoft Access

2013 Advanced

Microsoft Word

2010 Introduction

Course Introduction

Duration: 1 Day

This 1-day advanced course covers features for experienced users of the latest version of Microsoft's popular database software, including Web Apps and VBA.

Course Introduction

Duration: 1 Day

Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents.

What's included in this course?

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Referential Integrity
- Table Relationships
- An Introduction to SQL
- Modal Dialog Boxes
- Using Sub forms
- Creating a Navigation Form
- Advanced Form Controls
- Exporting a Form
- Other Form Tasks
- Creating a Ready to go Web App
- Creating a Custom Web App
- Modifying Web Apps
- Understanding SQL
- Using the SELECT Statement
- Using Sub-queries
- Using SQL Joins

Course Content

The course has the following modules:

- Meeting Microsoft Office Word 2010
- Creating a Document
- Navigating in Your Document
- Doing More with Your Document
- Working with Your Document
- Getting Help in Word 2010
- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- The Home Tab
- The Insert Tab
- The View Tab
- The Page Layout Tab
- The References Tab
- The Mailings Tab
- The Review Tab
- Contextual Tabs
- Customising the Ribbon

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Microsoft Word

2010 Intermediate

Microsoft Word

2010 Advanced

Course Introduction

Duration: 1 Day

Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents.

Course Introduction

Duration: 1 Day

Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally. This course will teach you the basics of word processing programs as well as how to format your document as you choose.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Using Windows Explorer within Word
- Saving Your Files
- Finishing Your Files
- Making Word Work Backwards
- Viewing Your Files
- Working with Templates
- Using Bullets and Numbering
- Using the Paragraph Dialog
- Using Delineation Tools
- Working with Pages
- Adding Hyperlinks
- Creating Basic Headers and Footers
- Using the Header & Footer Tools – Design Tab
- Inserting Page Numbers
- Doing More with Headers and Footers
- Inserting Pictures
- Editing Pictures
- Doing More with Pictures

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Using Comments
- Tracking Changes
- Combining Multiple Versions of Documents
- Creating an Outline
- Creating a Table of Contents
- Creating References within a Document
- Creating a Bibliography
- Creating Index and Reference Tables
- Creating References to Other Documents
- Using Language Tools
- Inserting Pre-Defined Text
- Using the Navigation Pane
- Inserting Text Boxes
- Inserting WordArt
- Creating SmartArt
- Editing SmartArt
- Using Building Blocks and Quick Parts

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Microsoft Word

2013 Introduction

Microsoft Word

2013 Intermediate

Course Introduction

Duration: 1 Day

Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents.

Course Introduction

Duration: 1 Day

This course has been approved by Datrix Delivery Method – Classroom Course Introduction Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Lesson 1: Getting Started with Word
- Topic A: Identify the Components of the Word Interface
- Topic B: Create a Word Document
- Topic C: Help
- Lesson 2: Editing a Document
- Topic A: Navigate and Select Text
- Topic B: Modify Text
- Topic C: Find and Replace Text
- Lesson 3: Formatting Text and Paragraphs
- Topic A: Apply Character Formatting
- Topic B: Align Text Using Tabs
- Topic C: Display Text as List Items
- Topic D: Control Paragraph Layout
- Topic E: Apply Borders and Shading
- Topic F: Apply Styles

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What's included in this course?

Course Content

The course has the following modules:

- Lesson 1: Working with Tables and Charts
- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart
- Lesson 2: Customising
- Formats Using Styles and Themes
- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply Document Themes
- Lesson 3: Using Images in a
- Document
- Topic A: Resize an Image
- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots.

Frequently Asked Questions

What is the experience of the instructor(s) delivering my course?

All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Microsoft Word

2013 Advanced

Microsoft Outlook

2010 Introduction

Course Introduction

Duration: 1 Day

Microsoft Word is a full-featured word processing program with fundamental desktop publishing abilities that has developed to be the most widely used word processing application globally. Microsoft Word is a powerful word processing program that you can use to produce professional-looking documents.

Course Introduction

Duration: 1 Day

This 1-day course introduces the basics of Outlook 2010 and is aimed at new users of the popular email client. No experience of Outlook is necessary to take this course.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Lesson 1: Collaborating on Documents
- Topic A: Modify User Information
- Topic B: Share a Document
- Topic C: Compare Document Changes
- Topic D: Review a Document
- Topic E: Merge Document Changes
- Topic F: Review Tracked Changes
- Topic G: Co-author Documents
- Lesson 2: Adding Reference Marks and Notes
- Topic A: Add Captions Topic
- B: Add Cross-References
- Topic C: Add Bookmarks
- Topic D: Add Hyperlinks
- Topic E: Insert Footnotes and Endnotes
- Topic F: Add Citations and a Bibliography

Frequently Asked Questions

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- What's new in Outlook 2010
- Using the Outlook 2010
- Ribbon Getting Started The program window The Help system
- The To-Do Bar
- E-mail
- E-mail accounts
- E-mail messages Handling messages
- Previewing, Opening and Saving attachments Printing messages
- Address Books E-mail and Contact Management
- E-mail management
- Contact management
- The master category list Tasks
- Working with tasks Managing tasks
- Appointments and Events Working with appointments

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Microsoft Outlook

2010 Advanced

Microsoft Outlook

2013 Introduction

Course Introduction

Duration: 1 Day

This 1-day course introduced experienced users to advanced features of Outlook 2010 such as creating rules and importing and exporting data.

Course Introduction

Duration: 1 Day

This 1-day introduction to the latest version of Microsoft's popular email client covers the basic features for those new to Outlook or used to older versions of the program.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- What's new in Outlook 2010
- Using the Outlook 2010
- Ribbon Getting Started The program window The Help system
- The To-Do Bar
- E-mail
- E-mail accounts
- E-mail messages Handling messages
- Previewing, Opening and Saving attachments Printing messages
- Address Books E-mail and Contact Management
- E-mail management
- Contact management
- The master category list Tasks
- Working with tasks Managing tasks
- Appointments and Events Working with appointments

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Lesson 1: Getting Started With Outlook 2013
- Topic A: Navigate the Outlook Interface
- Topic B: Perform Basic Email Functions
- Topic C: Use Outlook Help
- Lesson 2: Composing Messages
- Topic A: Create an Email Message
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content
- Topic D: Attach Files and Items
- Topic E: Enhance an Email
- Message
- Topic F: Manage Automatic Message Content
- Lesson 3: Reading and Responding to Messages
- Topic A: Customise Reading Options
- Topic B: Work with Attachments

Frequently Asked Questions

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Microsoft Outlook

2013 Advanced

Microsoft Publisher

2010 Introduction

Course Introduction

Duration: 1 Day

This 1-day course covers advanced features of Microsoft Outlook for those experienced with the program and looking to get maximum usability out of it. It looks at features such as advanced message management and sharing of workspaces.

Course Introduction

Duration: 1 Day

Our Publisher 2010 Introduction course is aimed at those looking to gain basic knowledge on how to use Microsoft Publisher to create and edit publications.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Lesson 1: Configure Advanced Message Options
- Topic A: Insert Advanced Characters and Objects
- Topic B: Modify Message Settings, Properties, and Options
- Topic C: Use Automatic Replies
- Lesson 2: Advanced Message Management
- Topic A: Sort Messages
- Topic B: Filter Messages
- Topic C: Organise Messages
- Topic D: Search Messages
- Topic E: Manage Junk Mail
- Topic F: Manage Your Mailbox
- Lesson 3: Advanced Calendar Management
- Topic A: Manage Advanced Calendar Options
- Topic B: Create Calendar Groups.

Frequently Asked Questions

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Basic Skills
- Page Layout
- Creating Frames
- Adding Text & Pictures
- Modifying Frames Open, Close
- Save a Publication
- Working with Text Formatting
- Text Rotating
- Text Paragraph
- Formatting Styles
- Spell Check
- Flowing Importing Tables
- Creating & Modifying tables
- Applying Borders
- Drawing Tools
- Drawing Objects
- Formatting Objects
- Grouping WordArt

Frequently Asked Questions

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Microsoft Publisher

2010 Advanced

Microsoft Visio

2010 Introduction

Course Introduction

Duration: 1 Day

This Publisher 2010 course is intended for experienced users of Publisher and covers advanced features for getting maximum usability from the program.

Course Introduction

Duration: 1 Day

Visio is a drawing and diagramming program that contains a diversity of pre-drawn shapes and picture elements that can be dragged and dropped onto the illustration. Users can outline their own elements and place them onto the Visio palette.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Section 1: Managing Your Publications
- Lesson 1.1: Using Windows Explorer within Publisher
- Lesson 1.2: Working with Publisher Files
- Lesson 1.3: Working with Business Information
- Lesson 1.4: Sharing a Publication
- Lesson 1.5: Working with Templates
- Section 2: Using Formatting and Language Tools
- Lesson 2.1: Using the Paragraph Dialog
- Lesson 2.2: Adding Special Text Elements
- Lesson 2.3: Creating Custom Schemes
- Lesson 2.4: Linking Text Boxes
- Lesson 2.5: Using Spelling Tools and AutoCorrect
- Lesson 2.6: Using Research Tools

Frequently Asked Questions

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All of our instructors at Datrix are accredited and have over ten years of experience worldwide.

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What's included in this course?



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Getting Started
- The Visio Drawing Window Toolbars
- Overview of Templates, Stencils and Shapes
- Changing View Settings
- Drawing Tools
- Creating New Drawings
- Drawing
- Closed Shapes Drawing
- Open Shapes
- Using the Freeform tool
- Drawing Compound Lines
- Finding Stencils and Shapes
- Creating Basic Diagrams
- Selection Techniques
- Connecting Shapes
- Moving and Deleting Shapes
- Aligning Shapes
- Distributing Shapes
- Rotating Shapes

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Microsoft Visio

2010 Advanced

Microsoft Visio

2013 Introduction

Course Introduction

Duration: 1 Day

This 1-day covers advanced features of Microsoft Visio for experienced users of the program. Topics covered include advanced diagrams and custom shape design.

Course Introduction

Duration: 1 Days

Visio is a drawing and diagramming program that contains a diversity of pre-drawn shapes and picture elements that can be dragged and dropped onto the illustration. Users can outline their own elements and place them onto the Visio palette.

What's included in this course?



Courseware Book



Certificate



Experienced Instructor



Courseware Book



Certificate



Experienced Instructor

Course Content

The course has the following modules:

- Creating Technical Layouts Understanding Layers
- Creating, Removing and Re-naming Layers
- Setting Layer Properties
- Controlling Shape Placement
- Setting a Drawing Scale
- Working with Building Plan Layouts
- Drawing with Precision
- Using Perspective Working with Area Measurements
- Exploring Advanced Diagrams
- Create work flow diagrams
- Create Fishbone (Cause and Effect) diagrams
- Use Calendars, Gantt and PERT charts
- Create easy-to-read maps and route directions
- Diagramming and Data Adding

Frequently Asked Questions

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What's included in this course?

Course Content

The course has the following modules:

- Lesson 1: Getting Started with Visio 2013
- Topic A: Navigate the Visio Environment
- Topic B: Use Backstage Commands
- Topic C: Save a File
- Lesson 2: Creating a Workflow Diagram
- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Callouts and Groups
- Lesson 3: Creating an Organisation Chart
- Topic A: Create a Basic Organisation Chart
- Topic B: Modify an Organisation Chart
- Lesson 4: Making a Floor Plan
- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

Frequently Asked Questions

What is the experience of the instructor(s) delivering my course?

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Microsoft Technical & VMware

Microsoft Software Assurance

When you book a Microsoft course with Datrix, you automatically become a part of Microsoft's Software Assurance program.

What is Microsoft Software Assurance?

Microsoft Software Assurance is a program that allows you to get the most value whenever you buy any of our Microsoft Software courses.

How does Microsoft Software Assurance help save money?

This is done in several ways:

- We help you **reduce** the cost of software and services by giving you access to new releases and cost efficient upgrades.
- You will get consulting services to plan new, on-premises and cloud-based deployments.
- Operational efficiency will be increased since you will get access to unique technologies and licensing rights.
- Overall user productivity will increase thanks to high quality instructor-led training and on-line end-user agreement.
- All of this will allow you to maintain an available and responsive IT infrastructure.

For more information, please visit www.microsoft.com/softwareassurance



Microsoft SQL

Maintaining a Microsoft SQL Server Database

Course Code: M6231

Course Introduction

Duration: 5 Days

The primary audience for this course is individuals who administer and maintain SQL Server databases. This course can also be helpful for individuals who develop applications that deliver content from SQL Server databases.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Explain SQL Server 2008 R2 architecture, resources requirements and perform pre-checks of I/O subsystems
- Plan, install and configure SQL Server 2008 R2
- Backup and restore databases
- Import and export wizards
- and explain how they relate to SSIS
- Use BCP and BULK INSERT to import data
- Manage security
- Assign, configure fixed database roles and create and assign user defined database roles
- Configure and assign permissions
- Implement SQL Server 2008 R2 Audits
- Manage SQL Server 2008 R2 Agent and Jobs
- Configure database mails, alerts and notifications

Frequently Asked Questions

What are the Prerequisites for this course?

- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Working knowledge of Transact-SQL.
- Working knowledge of relational databases.
- Some experience with database design.
- Completed Course 2778: Writing Queries Using Microsoft SQL Server 2008 Transact-SQ

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Microsoft Exchange

Troubleshooting Microsoft Exchange Server 2010

Course Code: M10135

Course Introduction

Duration: 5 Days

This course will teach individuals the necessary skills and knowledge in Microsoft Exchange Server 2010. This will cover a variety of topics such as; how to configure, manage and troubleshoot Exchange Server 2010, guidelines, best practices, and ideas that helps optimise Exchange Server placement.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to Microsoft Exchange Server 2010
- Install Exchange Server 2010
- Verify an Exchange Server 2010 Installation
- Configure Mailbox Servers
- Manage Recipient Objects
- Manage Client Access
- Client Access Servers for Outlook Anywhere Access
- Client Access Servers for Outlook Web App and Exchange ActiveSync
- Manage Message Transport
- Messaging Security
- Edge Transport Servers
- Forefront Protection 2010 for Exchange Server
- Anti-Spam Solutions
- High Availability
- Backup and Recovery
- Messaging Policy and Compliance
- Transport Rules, Journal Rules, and Multi-Mailbox Search

Frequently Asked Questions

What are the Prerequisites for this course?

A minimum of 3 years' experience working in the IT field (such as; network administration, help desk, or system administration)

How can I find more information?

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Microsoft Lync

Administering Microsoft Lync Server 2010

Course Code: M10533

Course Introduction

Duration: 5 Days

This course gives delegates the ability to devise, produce and run Microsoft Lync Server 2010 solutions. This course focuses on the administration of the Lync Server 2010 features, and devising solutions including the IM and Presence, Conferencing and Enterprise Voice

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to Microsoft Lync Server 2010 and its features and architectures
- Overview of Users and Rights in Microsoft Lync Server 2010
- Understanding external user access
- Using and expanding Enterprise Voice functionality
- Integrating Microsoft Exchange Server 2010 SP1 Unified Messaging (UM)
- Overview of response groups
- Overview of conferencing in MLS 2010
- Observing and restoring
- Introduction high availability and disaster recovery
- Introduction to Call Admission Control (CAC)
- Overview of Voice Resilience features

Frequently Asked Questions

What are the Prerequisites for this course?

minimum 3 years' working experience of unified communications software and knowledge of using Microsoft Office Communications Server 2007 R2.

What is the experience of the instructor(s) delivering my course?

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Microsoft SharePoint

Configuring and Managing Microsoft SharePoint 2010

Course Code: M10174

Course Introduction

Duration: 5 Days

In addition to their professional experience, students who attend this training should have experience:

Administering Active Directory: creating and managing user and group accounts, delegation of administration, configuring Group Policy.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Describe the relationship between SharePoint, Active Directory, and SQL Server
- Create the accounts and permissions that are required to install SharePoint
- Identify the role of the Prerequisite Installer
- Install the first server in a SharePoint farm
- Describe the high level structure, components, and functioning of the farm
- Perform configuration of a SharePoint farm using the Farm Configuration Wizard
- Understand the logical topology of SharePoint web apps, site collections, and sites
- Experience SharePoint user-facing functionality
- Create a Web application
- Create a site collection
- Configure managed paths
- Create a content database

Frequently Asked Questions

What are the Prerequisites for this course?

One year experience using Windows PowerShell cmdlets

How can I find more information?

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Virtualisation – Hyper-V

Microsoft Server Virtualization solutions using Hyper-V

Course Code: M20409

Course Introduction

Duration: 1 Day

This 1 day masterclass will allow individuals to gain the knowledge and techniques to develop and implement Microsoft Server Virtualization solutions using Hyper-V and System Center

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Evaluating the Environment for Virtualisation
- Installing and Configuring the Hyper-V Role
- Creating and Configuring Virtual Machine Networks
- Virtual Machine Movement and Hyper-V Replica

Frequently Asked Questions

What are the Prerequisites for this course?

Basic understanding of TCP/IP and Windows PowerShell

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Microsoft Azure Microsoft Azure Fundamentals

Course Code: M10979

Course Introduction

Duration: 1 Day

This one day practical course will teach candidates the basics of cloud computing concepts and specific Microsoft Azure features which are used in everyday administration of cloud resources.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Describe and deploy databases in Microsoft Azure
- Describe and configure Microsoft Azure Active Directory
- Describe and configure Microsoft Azure storage
- Describe and create Microsoft Azure websites
- Create and configure virtual machines in Microsoft Azure
- Create a Microsoft Azure virtual network
- Describe cloud computing, Microsoft Azure and Azure subscriptions
- Introduction to Microsoft Azure
- Cloud services and websites
- Virtual Networks
- Virtual Machines
- Microsoft Azure Databases
- Cloud Storage
- Active Directory
- Microsoft Azure Management Tools

Frequently Asked Questions

What are the Prerequisites for this course?

To attend this course a candidate must have a basic understanding of the concepts of databases including tables and simple queries and a basic understanding of websites. Candidates must also have an understanding of Active Directory concepts including: Users, Domains and Domain Controllers.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Course Introduction

Duration: 3 Days

This training course provides delegates with the opportunity to acquire the information and skills to successfully use the Application Lifecycle Management (ALM) tools found in Visual Studio 2012.

Course Introduction

Duration: 3 Days

This course will teach individuals the necessary skills and knowledge in Microsoft Exchange Server 2010. This will cover a variety of topics such as; how to configure, manage and troubleshoot Exchange Server 2010, guidelines, best practices, and ideas that helps optimise Exchange Server placement.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction
- ALM & TFS summary
- ALM care in Visual Studio
- Team projects and missions
- Process Templates and Work Items
- Agile vs. formal software growth
- Process patterns
- Work item types and grading
- The MSF for Agile Software Development course template
- Software expansion methodologies
- The Agile apparatuses in Team Web Access (TWA)
- Team Foundation Version Control plan
- Source Control Explorer
- Modelling the Application
- Building Explorer
- Architect actions
- Directed Graph Modelling Language (DGML)

Course Content

The course includes the following topics:

- Introduction to Microsoft Exchange Server 2010
- Install Exchange Server 2010
- Verify an Exchange Server 2010 Installation
- Configure Mailbox Servers
- Manage Recipient Objects
- Manage Client Access
- Client Access Servers for Outlook Anywhere Access
- Client Access Servers for Outlook Web App and Exchange ActiveSync
- Manage Message Transport
- Messaging Security
- Edge Transport Servers
- Forefront Protection 2010 for Exchange Server
- Anti-Spam Solutions
- High Availability
- Backup and Recovery
- Messaging Policy and Compliance
- Transport Rules, Journal Rules, and Multi-Mailbox Search
- Personal Archives and Retention Policies
- Secure Microsoft Exchange Server 2010
- Maintain Exchange Server 2010

Frequently Asked Questions

What are the Prerequisites for this course?

Have familiarity working on a software development team and be aware of the relevant ALM processes, practices, and tools

What is the experience of the instructor(s) delivering my course?

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Frequently Asked Questions

What are the Prerequisites for this course?

A minimum of 3 years' experience working in the IT field (such as; network administration, help desk, or system administration)
 Have experience with Windows Server 2003 or Window Server 2008 operating systems
 Have basic knowledge in network technologies such as Domain Name System (DNS) and firewall technologies
 Have experience using Windows management and monitoring tools such as; Event Viewer, Active Directory Users and Computers and Microsoft Management Console

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us at e-mail on info@datraining.com

System Center 2012

Administering System Center 2012 Configuration Manager

Course Code: M10747

Course Introduction

Duration: 3 Days

This course teaches delegates to use Microsoft System Centre 2012 R2 Configuration Manager to create and maintain client devices and servers. The course looks at the managing software launches, hardware and software creations, compliance and mobile device management.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Introduction to System Centre 2012 R2 Configuration Manager
- Overview of resource discovery and configuration
- Overview of handling inventory and software metering
- Overview of producing data through reports and queries
- Implementing software distribution through packages and programs
- Designing and running applications
- Running extra application types overview
- Overview of handling software updates
- Endpoint employment through System Centre 2012 R2 Configuration Manager
- Overview of running operating systems
- Introduction to compliance settings and profiles
- Overview of mobile device management
- Running wake On LAN, Power Management and Remote Control

Frequently Asked Questions

What are the Prerequisites for this course?

Apart from attending delegates having existing professional experience, it is essential to have technical knowledge of system administration of window client management, networking fundamentals, active directory and group policy principles and concepts of public key infrastructure. Knowledge of windows server roles and services, and Microsoft SQL server report services are desired skills to have in attending delegates.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Windows Powershell

Automating Administration with PowerShell v3

Course Code: M10961

Course Introduction

Duration: 3 Days

This course will give candidates all the knowledge and techniques needed to be able to use Windows PowerShell 3.0. There will be several Microsoft Products that they learn, some including: Windows Server, SharePoint Server, System Centre and Windows Client.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Getting Started with Windows PowerShell
- Working with the Pipeline
- Understanding How the Pipeline Works
- Using PSPviders and PS-Drives
- Formatting Output
- Using WMI and CIM
- Prepare for Scripting
- Moving From a Command to a Script to a Module
- Administering Remote Computers
- Putting it all Together
- Using Background Jobs and Scheduled Jobs
- Using Advanced PowerShell Techniques and Profiles

Frequently Asked Questions

What are the Prerequisites for this course?

Applicants must have previous Windows Server and Windows Client administration experience. No previous qualifications are required.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Microsoft Sharepoint

Core Solutions of Microsoft Sharepoint Server 2013

Course Code: M20331

Course Introduction

Duration: 3 Days

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2013 environment. This course will teach you how to configure SharePoint Server 2013, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Module 1: Describe the key features of SharePoint 2013
- Module 2: Designing an Information Architecture
- Module 3: Designing a Logical Architecture
- Module 4: Designing a Physical Architecture
- Module 5: Installing and Configuring SharePoint Server 2013
- Module 6: Creating Web Applications and Site Collections
- Module 7: Planning and Configuring Service Applications
- Module 8: Managing Users and Permissions
- Module 9: Configuring Authentication for SharePoint 2013
- Module 10: Securing a SharePoint 2013 Deployment
- Module 11: Managing Taxonomy
- Module 12: Configuring User Profiles
- Module 13: Configuring Enterprise Search
- Module 14: Monitoring and Maintaining a SharePoint 2013 Environment

Frequently Asked Questions

What are the Prerequisites for this course?

Software management in a Windows 2008 R2 enterprise server or Windows Server 2012 environment.
 Deploying and managing applications natively, virtually and in the cloud.
 Administering Internet Information Services (IIS).
 Configuring Active Directory for use in authentication, authorization and as a user store.
 Managing an application remotely using Windows PowerShell 2.0.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Microsoft Exchange Server

Core Solutions of Microsoft Exchange Server 2013

Course Code: M20341

Course Introduction

Duration: 3 Days

This course will provide you with the knowledge and skills to plan, deploy, manage, secure, and support Microsoft Exchange Server 2013.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Microsoft Exchange Server 2013
- Mailbox Servers
- Recipient Objects
- Client Access Servers
- Messaging Client Connectivity
- High Availability
- Disaster Recovery
- Message Transport
- Message Hygiene
- Administrative Security and Auditing
- Microsoft Exchange Server 2013

Frequently Asked Questions

What are the Prerequisites for this course?

Minimum of two years of experience administering Windows Server, including Windows Server 2008 R2 or Windows Server 2012.
 Minimum of two years of experience working with Active Directory Domain Services (AD DS).
 Minimum of two years of experience working with name resolution, including DNS.
 Experience working with certificates, including PKI certificates.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Office 365

Managing Office 365 Identities and Services

Course Code: M20346

Course Introduction

Duration: 3 Days

This is a highly detailed and interactive course giving delegates the knowledge and skills to analyse, use and run Office 365 services such as creating Office 365 tenant user identities and maintaining Office 365 tenants/users.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Introduction Office 365
- Overview of users, groups and licenses
- Implementing Office 365
- Overview of managing clients
- Overview of DNS and exchange migration
- Overview of exchange online and implementing DNS records
- Applying exchange online
- Running SharePoint online
- Utilising Lync online
- Overview of directory synchronisation
- Application of active directory federation services
- Observation of Office 365

Frequently Asked Questions

What are the Prerequisites for this course?

Applicants must have prior knowledge or experience of cloud-based concepts; office 365 component services; active directory service; TCP/IP network routing; Domain Name Services (DNS) and firewall ports. Applicants must also have an existing Windows Azure account set up or set up one before the class. The Azure trial account must last till the end of the course date.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Windows Server 2012

Installing and Configuring Windows Server 2012

Course Code: M20410

Course Introduction

Duration: 3 Days

The 5 day MCSA Windows Server 2012 certification enables you to work towards a position as a network or computer systems administrator or a computer support specialist.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Install and Configure Windows Server 2012.
- Describe AD DS.
- Manage Active Directory objects.
- Automate Active Directory administration.
- Implement IPv4.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement Domain Name System (DNS).
- Implement IPv6.
- Implement local storage.
- Share files and printers.
- Implement Group Policy.
- Use Group Policy Objects (GPOs) to secure Windows Servers.
- Implement server virtualization using Hyper-V.

Frequently Asked Questions

What are the Prerequisites for this course?

An understanding of and experience with configuring security and administration tasks in an enterprise environment. Good hands-on Windows client operating system experience with Windows Vista, Windows 7, or Windows 8. An understanding of basic Active Directory Domain Services (AD DS) concepts, such as the purpose of user accounts and computer accounts.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Windows Server 2012

Administering Windows Server 2012

Course Code: M20411

Course Introduction

Duration: 5 Days

The 5 day MCSA Windows Server 2012 certification enables you to work towards a position as a network or computer systems administrator or a computer support specialist.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Deploy and Maintain Server Images
- Configure and Troubleshoot DNS
- Maintain Active Directory Domain Services (AD DS).
- Manage User and Service Accounts
- Implement a Group Policy
- Infrastructure
- Manage User Desktops with Group Policy
- Configure and Troubleshoot Remote Access
- Install, Configure and Troubleshoot Network Policy Server (NPS) role
- Implement Network Access
- Protection (NAP)
- Optimize File Services
- Configure Encryption and Advanced Auditing
- Implement Update Management
- Monitor Windows Server 2012

Frequently Asked Questions

What are the Prerequisites for this course?

An understanding of and experience with configuring security and administration tasks in an enterprise environment. Good hands-on Windows client operating system experience with Windows Vista, Windows 7, or Windows 8. An understanding of basic Active Directory Domain Services (AD DS) concepts, such as the purpose of user accounts and computer accounts.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Windows Server 2012

Configuring Advanced Windows Server 2012 Services

Course Code: M20412

Course Introduction

Duration: 5 Days

The 5 day MCSA Windows Server 2012 certification enables you to work towards a position as a network or computer systems administrator or a computer support specialist.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Implement advanced network services.
- Implement advanced file services.
- Implement Dynamic Access Control.
- Implement distributed Active Directory Domain Services (AD DS) deployments.
- Implement AD DS sites and replication.
- Implement Active Directory Certification Services (AD CS).
- Implement Active Directory Rights Management Services (AD RMS).
- Implement Active Directory Federation Services (AD FS).
- Implement network load balancing (NLB).
- Implement failover clustering.
- Implement failover clustering with Hyper-V.
- Implementing windows server backup and restore

Frequently Asked Questions

What are the Prerequisites for this course?

Good hands-on Windows client operating system experience with Windows Vista, Windows 7, or Windows 8. An understanding of basic Active Directory Domain Services (AD DS) concepts, such as the purpose of user accounts and computer accounts.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

SQL Server

Querying Microsoft SQL Server

Course Code: M20461

Course Introduction

Duration: 5 Days

Our 5-day Querying Microsoft SQL Server 2014 course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2014.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Implement advanced network services.
- Implement advanced file services.
- Implement Dynamic Access Control.
- Implement distributed Active Directory Domain Services (AD DS) deployments.
- Implement AD DS sites and replication.
- Implement Active Directory Certification Services (AD CS).
- Implement Active Directory Rights Management Services (AD RMS).
- Implement Active Directory Federation Services (AD FS).
- Implement network load balancing (NLB).
- Implement failover clustering.
- Implement failover clustering with Hyper-V.
- Implementing windows server backup and restore

Frequently Asked Questions

What are the Prerequisites for this course?

An understanding of and experience with configuring security and administration tasks in an enterprise environment

An understanding of basic Active Directory Domain Services (AD DS) concepts, such as the purpose of user accounts and computer accounts.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

SQL Server

Implementing a Data Warehouse

Course Code: M20463

Course Introduction

Duration: 5 Days

This 5-day Implementing a Data Warehouse with Microsoft SQL Server Training course is highly recommended for Database Professionals. During this course, candidates will learn how to implement a data warehouse platform that will support BI solution.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction to Data Warehousing
- Debugging and Troubleshooting SSIS Packages
- Creating an ETL Solution with SSIS
- Deploying and Configuring SSIS Packages
- Implementing Control Flow in an SSIS Package
- Implementing a Data Extraction Solution
- Enforcing Data Quality
- Loading Data into a Data Warehouse
- Consuming Data in a Data Warehouse
- Master Data Services
- Designing and Implementing a Data Warehouse
- Planning Data Warehouse Infrastructure
- Extending SQL Server Integration Services

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for attending this course.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

Microsoft Azure

Implementing Azure Infrastructure Solutions

Course Code: M20533

Course Introduction

Duration: 5 Days

The Implementing Microsoft Azure Infrastructure Solutions course is for candidates to gain new skills and knowledge. Candidates will learn how to use media services. The trainer will teach candidates how to integrate a Microsoft Azure Infrastructure.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course has the following modules:

- Introduction
- Technologies of the cloud
- Networking virtually
- Machines of virtual implementations
- Website implementing
- Storage planning
- Planning services
- Mobile services
- Services of media
- Active directory azure
- Environment of Hybrids
- Automation implementing
- Conclusion

Frequently Asked Questions

What are the Prerequisites for this course?

The candidate should have the following previous experience:

- Virtual technologies
- TCP/IP
- DNS
- LDAP
- SQL

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com.

Windows 7

Installing and Configuring Windows 7 Client

Course Code: M6292

Course Introduction

Duration: 3 Days

This intense and practical 3 day Microsoft training course will provide IT professionals with a comprehensive understanding of Windows 7 Client. This course will cover how to install, upgrade, and migrate to Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course is vital for students to prepare for the Exam 70-680, TS: Windows 7, Configuring.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- How to use Windows 7 for imagine-based performance installation
- How to prepare for Windows 7 Installation
- How to safeguard Windows 7 Desktops
- The key features and hardware requirements of Windows 7
- How to share and secure folders
- IPv4 and IPv6 network connectivity
- How to make a Windows 7 computer more secure
- Key wireless network technologies
- The monitoring and configuration tools

Frequently Asked Questions

What are the Prerequisites for this course?

There are no prerequisites for attending this course.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datraining.com

Course Code: M6293

Course Introduction

Duration: 3 Days

The 5 day MCSA Windows 7 certification enables you to work towards a position as an IT Professional. This course will teach you how to identify and fix any bugs within the Windows 7 operating system.

What's included in this course?



Courseware Book



Certificate



Exam



Experienced Instructor

Course Content

The course includes the following topics:

- Describe the processes of establishing and using a troubleshooting methodology, and define the EDST job role and responsibilities.
- Troubleshoot startup issues on a Windows 7 computer.
- Troubleshoot client-configuration failures and Group Policy object (GPO) application issues.
- Troubleshoot hardware device, device driver, and performance issues.
- Troubleshoot network connectivity issues.
- Troubleshoot remote connectivity issues.
- Troubleshoot logon and resource access issues.
- Troubleshoot security system issues, such as Encrypting File Systems (EFS) BitLocker Drive Encryption, and file permissions.
- Troubleshoot operating system and applications issues.

Frequently Asked Questions

What are the Prerequisites for this course?

- Basic understanding of TCP/IP and networking concepts.
- Basic Windows and Active Directory knowledge.
- Experience working from a command prompt.
- Basic knowledge of the fundamentals of applications. For example, how client computer applications communicate with the server.
- Basic understanding of security concepts such as authentication and authorization.
- An understanding of the fundamental principles of using printers.

How can I find more information?

If you would like to know any more information about our courses, please contact us on 0800 781 0626 or send us an e-mail on info@datrixtraining.com

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All Enquiries and Reservations

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