

Buzzacott

GIVING SOLUTIONS

Shared experience.

A decorative graphic consisting of several overlapping circles of varying sizes and shades of gray, positioned on the right side of the slide. A thick, solid gray horizontal line spans across the middle of the slide, partially overlapping the circles.

GIFTS Training Course Schedule 2011

At Buzzacott, we are committed to supporting our clients in addressing the challenges of change. To this aim we have created a programme of training courses we believe will enable you to get the very best value from GIFTS.

Delegate Feedback

"...the online training offers a flexible, cost effective alternative to classroom based training and will be our first choice for training in the future. This is an excellent system and we look forward to using it again soon"

David Allan Northern Rock Foundation

"The training was comprehensive and gave me the confidence to use the system in practice. It is useful to know there is a helpline if needed"

Delegate from Lloyds TSB Foundation

We offer bespoke versions of all of our courses. Please contact us for further information.

HOW TO REGISTER

www.buzzacott.co.uk/events or contact training@buzzacott.co.uk or 020 7556 1406.

Buzzacott

GIVING SOLUTIONS

Tel: 020 7556 1200

Email: training@buzzacott.co.uk

www.buzzacott.co.uk

2011 Training Dates

Searching - £95 + VAT for 90 minute session

The key to any database reporting is searching. This interactive online training session includes both basic and advanced searches to locate the records you need to generate reports, correspondence and charts. Learn how to create and use saved searches to have your most frequent searches at your fingertips.

24/01 21/03
18/04 23/05
20/06 25/07
22/08 19/09
24/10 21/11

GIFTS Data Entry - £95 + VAT for 90 minute session

Learn the key concepts and best practice for entering Organisations, Requests, Requirements and Activities in this interactive online training session. During this 90 minute session we will identify the essential fields for tracking information in GIFTS.

24/01 21/03
18/04 23/05
20/06 25/07
22/08 19/09
24/10 21/11

GIFTS Processing Requests & Generating Correspondence - £95 + VAT for 90 minute session

During this interactive online training session learn how to approve and decline Requests for funding, create Payments while approving, roll Requests back to pending and update them as they move through your process. In this 90 minute session delegates will be taught how to save time by generating acknowledgement letters, award letters, and Write-ups directly from GIFTS.

25/01 22/03
19/04 24/05
21/06 26/07
23/08 20/09
25/10 22/11

GIFTS Contacts & Affiliations - £95 + VAT for 90 minute session

Learn the foundations of managing contacts in this interactive online session. The training includes best practice for entering contacts, changing primary contacts on and affiliating contacts to, both organisations and requests. In this 90 minute session delegates will also be trained on how to make the appropriate updates in GIFTS.

25/01 22/03
19/04 24/05
21/06 26/07
23/08 20/09
25/10 22/11

GIFTS Generating Standard Reports - £95 + VAT for 90 minute session

Learn the key concepts of generating standard reports from the GIFTS Report Library. During this 90 minute session we will review the most popular reports that help organisations get the information they need. In this interactive online training you will learn how to apply search criteria and saved searches to reports to quickly get the information you need.

26/01 23/03
20/04 25/05
22/06 27/07
24/08 21/09
26/10 23/11

Introduction to Ad-Hoc Reporting - £95 + VAT for 90 minute session

Learn how to create reports customised to the reporting needs of your organisation and then save them in the GIFTS Reports Library for future use. This interactive online training session will cover the key concepts in creating and saving reports, including changing columns, sorting, grouping, basic formatting and important concepts to keep in mind when determining what criteria should be added to the report when saving it.

26/01 23/03
20/04 25/05
22/06 27/07
24/08 21/09
26/10 23/11

GIFTS Summary & Top N Reports - £95 + VAT for 90 minute session

All ad hoc reports start out as Detail Reports, but these are just the beginning. In this interactive online training session learn about the other two types of custom reports that you can create through ad hoc reporting, including how to convert the reports and special formatting considerations.

27/01 24/03
21/04 26/05
23/06 28/07
25/08 22/09
27/10 24/11

GIFTS Working with Views - £95 + VAT for 90 minute session

Customising the layout of data in GIFTS can help you work with maximum efficiency, identify key information without opening records and prepare your data before exporting to Excel. In this 90 minute interactive online training session learn how to change columns and sort options to create and save customised views to help you easily work with the data.

27/01 24/03
21/04 26/05
23/06 28/07
25/08 22/09
27/10 24/11

GIFTS Plus Pack Session 1 - £95 + VAT for 90 minute session

This online session covers Emails Plus, Reminders Plus and Links Plus for use with Outlook.

01/02 26/04
27/06 29/08
03/10 12/12

GIFTS Plus Pack Session 2 - £95 + VAT for 90 minute session

This online session covers Requirements Plus, Payments Plus and Charts Plus.

01/02 26/04
27/06 29/08
03/10 12/12

GIFTS Plus Pack Session 3 - £95 + VAT for 90 minute session

This third online Plus Pack session covers the functionality of Batch Plus.

02/02 27/04
28/06 30/08
04/10 13/12

Introduction to GIFTS Course - £600 + VAT for 2 day course

After attending this two day course attendees will leave with a complete understanding of the system from an end user's perspective. Delegates will cover topics from efficient data entry and navigation, through to producing effective reports. The course is suitable for complete beginners and existing users who require a refresher of all the main features of GIFTS.

18/01 15/03
12/04 17/05
14/06 19/07
16/08 13/09
18/10 15/11
06/12

GIFTS Plus Pack Course - £150 + VAT for half day course

Designed for organisations who have the Plus Pack module, this course shows delegates how to add, update, delete and schedule records in a batch and create impressive looking charts for reporting. The course includes hands-on exercises for all the Plus Pack features. Attendees will leave this course full of ideas on how to use the Plus Pack to minimise administration.

31/05 26/08
30/11

Implementing GIFTS Course - £350 + VAT for 1 day course

Prerequisite - Attendance at the Introduction to GIFTS course.

This one day course looks at the set up and maintenance of GIFTS. This course has been designed for the initial implementation team and ongoing administrators to learn how to set up and maintain coding structures, templates, customised fields, and system preferences. The course will enable GIFTS administrators to use all aspects of the Administrator module with confidence.

20/01 17/03
19/05 21/07
15/09 17/11

Fast-track GIFTS Course - £350 + VAT for 1 day course plus 1 hour post-course support

This course has been designed specifically for those delegates who need to quickly get up to speed with the fundamentals of GIFTS. This single day session covers all of the main GIFTS introductory topics and includes an optional one hour post-course 1-1 online support session via WebEx.

21/01 18/03
14/04 20/05
16/06 22/07
18/08 16/09
20/10 18/11
08/12