

GIFTS Training Courses September- December 2010

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 course we believe will enable you to get the very best value from GIFTS.

Class based courses

NEW ONLINE TRAINING COURSES NOW AVAILABLE

We now offer bite sized training courses which are a convenient way of getting to grips with key functionality of GIFTS from the comfort of your own computer. See our website for more information.

Introduction to GIFTS Course

£450 for 2 day course

This two day course will arm you with all the information you need to start using GIFTS. 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.

Dates

20/21st September

19/20th October

23/24th November

14/15th December

Implementing GIFTS Course

£250 for 1 day course

Prerequisites - 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 etc. The course will enable GIFTS administrators to use all aspects of the Administrator module with confidence.

Dates

23rd September

25th November

HOW TO REGISTER

www.buzzacott.co.uk/events or contact Simon Jones at jones@buzzacott.co.uk or 020 7556 1246.

Class based courses

GIFTS Plus Pack Course

£150 for half day course

Prerequisites - Attendance at the Introduction to GIFTS course

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

Dates

16th September

"At last a good quality training that will have a positive impact on my daily work load, hurrah!"

GIFTS course attendee, 2010

GIFTS Excel Course

£250 for 1 day course

Prerequisites - Attendance at the Introduction to GIFTS course, must be using Excel 2003

This one day course is designed to help you work more efficiently with Excel using examples created specifically for grant makers. Course content includes importing data from GIFTS for further analysis and creating charts and pivot tables from your GIFTS data. Using Excel with GIFTS is aimed at individuals who are either new to Excel or self-taught and are looking to enhance their productivity, skills and confidence in producing worksheets.

Dates

8th December

To find out more please visit our website www.buzzacott.co.uk or contact Simon Jones 020 75561246

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