

# Company Newsletter



Welcome to our first ever newsletter!

## Summary for this quarter:

- \* New Self Teach modules are ready to go!
- \* Company news
- \* New Master Class Excel Silver course going well
- \* Hint and tip



## Self Teach Packages have arrived!

This year brought a new venture for us here at JPL, the creation and launch of our new self teach packages!

Following courses, attendees often said that they wished they could have a refresher or something to look at in their own time. So we listened and developed these self teach packages!

These packages for Excel would back up courses staff have been on already, acting as a refresher or indeed act as self training modules in isolation.

The modules are all written within the PowerPoint package and contain 6 slides per module.

These modules are:

- \* Basic Excel
- \* Intermediate Excel
- \* Advanced Excel

The topics in each module are the main ones covered in our standard courses, just simplified for ease of self use. A video sound recording, example and answer is given per topic.

A customer can buy 1, 2 or

all 3 modules. We can also bespoke these and build them based on topics chosen by a customer.

They are also good value for individuals who want to learn some parts of Excel without the need to attend a full day course.

To view what topics are included in each module you can have a look at our news post on the website on our news page.

If you are interested in knowing more about our self teach packages, get in touch with us by email or give us a call!

## Courses we offer:

<b>Excel</b>	Basic Intermediate Advanced Master Class Bronze Master Class Silver
<b>Word</b>	Basic Intermediate Advanced
<b>PowerPoint</b>	Basic Advanced
<b>Access</b>	Day 1 ( <i>Basic</i> ) Day 2 ( <i>Advanced</i> )
<b>Project</b>	Level 1 Level 2
<b>Outlook</b>	1 Day Course

## Have you met the team?

Most of you will no doubt have met **John** on a course you have attended. John is our managing director and principal trainer and is in charge of running our business. What a lot might not have realised though is that there are 2 other people in the business! Meet **Dianne** (Di) who is our financial director. Di looks after the finances as well as making sure all course notes and certificates are printed off for our courses! She also carries out any other admin

needed to be done in our office. Then there is **Rachel** who is our marketing director. Rachel looks after the website, sends out marketing emails, creates any bespoke course notes and is our second trainer alongside John. She also alongside Di carries out any other admin needed to be done in our office.

Now you have met us all!

