

2018 CUSTOMISABLE SOFT SKILLS COURSE LIST



Creating your on demand course library

Empowering your business to deliver
on Demand courses for your ever
increasingly mobile staff

www.academyexpresscourses.com



Welcome to our Directory of Customisable on Demand Courses

“The only thing worse than training staff and having them leave,
is not training them and having them stay”!

This is a really simple service, you select the courses you are interested in and I supply you with an overview of what the course contains, the price and if you want it you just place an order.

Most courses take an awful lot of time to plan, develop and execute. We have done this job for you and can supply you with the full package of customisable courses for your organisation.

Most of my clients want to save money, time and stress

Most of my clients want to deliver on Demand training for their every increasingly mobile staff

So I can help with a simple solution from my stock of pre-designed soft skills courses.

Suppose you could just sit down and customise a set of important life skills courses that could help streamline training needs instantly?

Suppose they were already written to CPD standard and you could register them to your company?

Suppose you could start to build your own internal course bank tailored to your business and staff needs without all the fluff... wouldn't that be nice?

Well I can help in these four simple steps

each package contains

***Pre and Post Test
Course Lesson Plan
Students Manual
Tutors Guide Manual
Powerpoint Support Presentation
Course Quick Overview Sheet
Evaluation Forms
Handouts***

1. All you have to do is request a copy of my course directory at shortcourses@mail.com (Oh you've already done that)

2. Indicate by return the course titles and reference number you're interested in.

3. I will send you the course lesson plan, overview and pricing for customised, un-customised or course delivery.

4. Upon your instruction and payment you will receive your course packages. We accept bank transfer and card payment.

That's it!

I am happy to discuss over Skype on [flyinghigh22](https://www.skype.com/en/contacts/flyinghigh22) or call 0121 318 2880 if you want anything more bespoke.

NOTE: If you want to purchase a course independently for personal study please indicate this at time of enquire.



Academy Express Course List 2018

Accounting Skills for New Supervisors	AEC1000-I
Active Listening	AEC1001-F
Anger Management - Understanding Anger	AEC1002-I
Anti corruption & Bribery	AEC1003-I
Appraisal & Management, Advanced Tutorial	AEC1004-A
Appreciative Inquiry	AEC1005-I
Balanced Scorecard Basics	AEC1006-I
Business Management - Boot Camp for Business Owners	AEC1007-F
Internet Marketing Basic	AEC1008-F
Body Language: Reading Body Language as a Sales Tool	AEC1009-I
Branding: Creating and Managing Your Corporate Brand	AEC1010-I
Budgets and Managing Money	AEC1011-I
Building a Brand on Social Media	AEC1012-I
Building a Consulting Business	AEC1013-I
Building a Online Business	AEC1014-I
Building Better Teams	AEC1015-I
Building Relationships for Success in Sales	AEC1016-I
Building Your Self Esteem and Assertiveness Skills	AEC1017-F
Bullying in the Workplace	AEC1018-F
Business Ethics for the Office	AEC1019-F
Business Etiquette - Gaining That Extra Edge	AEC1020-I
Business Leadership - Becoming Management Material	AEC1021-A
Business Process Management	AEC1022-A
Business Succession Planning - Developing and Maintaining a Succession Plan	AEC1023-A
Business Writing That Works	AEC1024-A
Call Center Training - Sales and Customer Service Training for Call Centre Agents	AEC1025-I
Change Management - Change and How to Deal with It	AEC1026-A
Coaching and Mentoring	AEC1027-I
Coaching: A Leadership Skill	AEC1028-I
Controlling Anger Before It Controls You - A One Day Primer	AEC1029-F
Communication Strategies	AEC1030-I
Communication & Coaching Conflict	AEC1031-A
Communications for Small Business Owners	AEC1032-I
Conducting Accurate Internet Research	AEC1033-I
Conducting Effective Performance Reviews	AEC1034-I
Conference and Event Management	AEC1035-A
Conflict Resolution - Dealing with Difficult People	AEC1036-I
Conflict Resolution - Getting Along in The Workplace	AEC1037-I
Core Negotiation Skills - A One Day Primer	AEC1038-F
Conquering Your Fear of Speaking in Public	AEC1039-F
Creating a Dynamite Job Portfolio	AEC1040-F



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Creating a Google AdWords Campaign	AEC1041-F
Creating a Top-Notch Talent Management Program	AEC1042-I
Creating Google & Word Campaign	AEC1043-I
Creative Thinking and Innovation	AEC1044-I
Crisis Management	AEC1045-A
Critical Thinking	AEC1046-A
CRM - An Introduction to Customer Relationship Management	AEC1047-F
Customer Service Training - Critical Elements of Customer Service	AEC1048-E
Customer Service Training - Managing Customer Service	AEC1049-A
Cultural Management	AEC1050-I
Current Project Management Techniques to Increase Effectiveness - A One Day Primer	AEC1051-F
Delegation: The Art of Delegating Effectively	AEC1052-I
Developing Executive Presence	AEC1053-A
Developing Your Training Program	AEC1054-I
Dialogue Techniques & Guests Complaint's	AEC1055-I
Disability Awareness - Working with People with Disabilities	AEC1056-I
Diversity Training - Celebrating Diversity in the Workplace	AEC1057-I
Developing a Training Needs Analysis	AEC1058-A
Dynamite Sales Presentations	AEC1059-I
E-Commerce Management	AEC1060-I
Effective Planning and Scheduling	AEC1061-I
Emotional Intelligence (One Day)	AEC1062-F
Employee Accountability	AEC1063-F
Employee Dispute Resolution - Mediation through Peer Review	AEC1064-F
English Terminologies used in Hotel & Hospitality	AEC1065-F
Encouraging Sustainable Corporate Responsibility	AEC1066-I
Entrepreneurship 101	AEC1067-I
Fundraising for Charity	AEC1068-I
Facilitation Skills	AEC1069-I
Food & Beverage Service, Hygiene & Sanitation	AEC1070-A
Food Beverage& Waiter Services	AEC1071-A
Front Office, Customer Management	AEC1072-A
Generation Gap - Closing the Generation Gap in the Workplace	AEC1073-F
Getting Stuff Done - Personal Development Time Management	AEC1074-F
Getting Your Job Search Started	AEC1075-F
Global Business Strategy	AEC1076-A
Giving Effective Feedback	AEC1077-A
Goal Setting	AEC1078-I
Health & Safety	AEC1079-I
Hiring for Success - Behavioural Interviewing Techniques	AEC1080-A
Hospitality & Hotel Courses	AEC1081-A
House Keeping: Intermediate	AEC1082-I
House Keeping: Advanced	AEC1083-A
How to Blog and Podcast-Practical Applications	AEC1084-F



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Human Resources Training - HR for the Non-HR Manager	AEC1085-A
Intermediate Project Management	AEC1086-I
Inventory Management: The Nuts & Bolts	AEC1087-F
Introduction to Neuro Linguistic Programming	AEC1088-F
Information Knowledge Management	AEC1089-I
leadership skills for Supervisors	AEC1090-I
Lean Process Improvement	AEC1091-I
Level 2 HACCP Distance Learning-Hospitality	AEC1092-I
LinkedIn Developing & Marketing Professionally	AEC1093-I
Maintaining Training that Sticks	AEC1094-A
Management: Techniques to Increase Effectiveness	AEC1095-A
Mastering the Interview	AEC1096-I
Meeting Management: The Art of Making Meetings Work	AEC1097-I
Marketing and Sales	AEC1098-I
Marketing with Social Media	AEC1099-I
Marketing with YouTube	AEC1100-I
Motivation Training - Motivating Your Workforce	AEC1101-I
Negotiating for Results	AEC1102-F
Networking for Success	AEC1103-F
NLP Tools for Real Life	AEC1104-F
Orientation Handbook: Getting Employees Off to a Good Start	AEC1105-A
Onboarding – The Essential Rules for a Successful Onboarding Program	AEC1106-A
Overcoming Objections to Nail the Sale	AEC1107-I
Performance Management - Managing Employee Performance	AEC1108-A
Personal Brand: Maximising Personal Impact	AEC1109-I
Preparing to Teach in the Life Long Learning Sector	AEC1110-A
Problem Solving & Decision Making	AEC1111-I
Process Improvement with Gap Analysis	AEC1112-I
Project 2013 Advanced Essentials	AEC1113-A
Project 2013 Core Essentials	AEC1114-I
Prospecting for Leads like a Pro	AEC1115-I
Purchasing and Procurement Basic	AEC1116-I
Project Management Training - Understanding Project Management	AEC1117-I
Project Management Fundamentals	AEC1118-F
Project Management Advanced	AEC1119-A
Public Relations Boot Camp	AEC1120-I
Public Speaking - Presentation Survival School	AEC1121-I
Public Speaking - Speaking Under Pressure	AEC1122-I
Publisher 2013 Advanced Essentials	AEC1123-A
Publisher 2013 Core Essentials	AEC1124-F
Political Research Skills	AEC1125-A
Research Skills	AEC1126-I
Risk Management	AEC1127-A
Safety in the Workplace	AEC1128-I



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Secrets of Change Management - A One Day Primer	AEC1129-F
Safety in the Workplace	AEC1130-I
Self-Leadership	AEC1131-I
Skills to Care	AEC1132-A
Selling using WhatsApp	AEC1133-I
Selling Smarter	AEC1134-F
SharePoint Server 2013 Core Essentials	AEC1135-F
Site Supervisors Safety Training Scheme	AEC1136-A
Skills for the Administrative Assistant	AEC1137-A
Understanding Social Media	AEC1138-F
Strategic Planning	AEC1139-A
Stress Relief and Stress Reduction - A One Day Primer	AEC1140-F
Stress Management	AEC1141-I
Survival Skills for the New Trainer	AEC1142-I
Talent Management: Creating a Top-Notch Talent Management Program	AEC1143-I
Team Building - Developing High Performance Teams	AEC1144-I
Telemarketing - Using the Telephone as a Sales Tool	AEC1145-I
The ABCs of Supervising Others	AEC1146-A
The Minute Taker's Workshop	AEC1147-I
The Practical Trainer	AEC1148-I
The Professional Supervisor	AEC1149-A
Time Management - Get Organised for Peak Performance	AEC1150-I
Tough Topics: Talking to Employees about Personal Hygiene	AEC1151-F
Train-the-Trainer - Inspire, Motivate and Educate - A One Day Primer	AEC1152-I
Skills for Practical Trainer Expert	AEC1153-E
Using Activities to Make Training Fun	AEC1154-A
Volunteer Training	AEC1155-A
Virtual Trainer Online Support	AEC1156-A
Working Smarter - Using Technology to your Advantage	AEC1157-I
Workplace Ergonomics: Injury Prevention Through Ergonomics	AEC1158-I
Workplace Harassment - What It is and What to Do About It	AEC1159-I
Workplace injury prevention	AEC1160-F
Workplace Violence - How to Manage Anger and Violence in the Workplace	AEC1161-F
Workplace Wellness	AEC1162-F
Writing a Business Plan	AEC1163-I
Writing for the Web	AEC1164-I
Writing for the Workplace	AEC1165-I
Writing Reports and Proposals	AEC1166-E
Writing Skills Foundation	AEC1167-F
Writing Skills Advanced	AEC1168-A
1 Day Hook & Latch Special Offer	AEC1169-I
Lace Wig Application	AEC1170-A
Hair2Skin Hair Loss	AEC1171-E
Hair Enhancement Specialist	AEC1172-E



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Hair Extension Technician	AEC1173-A
Hair Extension Consultant Non- residential	AEC1174
Hair Extension Consultant residential	AEC1175
Hair Extension Trainer	AEC1176
Hair Extension Trainer Non- Residential	AEC1177
Hair Extension Bootcamp	AEC1178
Eyebrow Threading	AEC1179
Access 2013 Advanced Essentials	AEC1180
Access 2013 Core Essentials	AEC1181
Adobe Acrobat 7	AEC1182
Adobe Acrobat 8 Pro	AEC1183
Adobe Photoshop CS - Foundation	AEC1184-F
Adobe Photoshop CS - Intermediate	AEC1185-I
Adobe Photoshop CS3 - Advanced	AEC1186-A
Adobe Photoshop CS3 - Expert	AEC1187-E
Adobe Photoshop CS3 - Foundation	AEC1188-F
Adobe Photoshop CS3 - Intermediate	AEC1189-I
Computer Basics - Advanced	AEC1190-A
Computer Basics - Expert	AEC1191-E
Computer Basics - Foundation	AEC1192-F
Computer Basics - Intermediate	AEC1193-I
Core Essentials - MS Access 2007	AEC1194-I
Core Essentials - MS Excel 2007	AEC1195-I
Core Essentials - MS Outlook 2007	AEC1196-I
Core Essentials - MS PowerPoint 2007	AEC1197-I
Core Essentials - MS Project 2007	AEC1198-I
Core Essentials - MS Publisher 2007	AEC1199-I
Core Essentials - MS Word 2007	AEC1200-I
Corel Paradox X3	AEC1201-I
Corel Presentations X3	AEC1202-I-I
Corel Quattro Pro X3	AEC1203
Corel WordPerfect 12 - Advanced	AEC1204-A
Corel WordPerfect 12 - Foundation	AEC1205-F
Corel WordPerfect 12 - Intermediate	AEC1206-I
Corel WordPerfect Mail	AEC1207
Corel WordPerfect X3	AEC1208
Microsoft Office Publisher 2002 - Advanced	AEC1209-A
Microsoft Office Publisher 2002 - Foundation	AEC1210
Microsoft Office Publisher 2002 - Intermediate	AEC1211
Microsoft Office Publisher 2003 - Advanced	AEC1212
Microsoft Office Publisher 2003 - Foundation	AEC1213
Microsoft Office Publisher 2003 - Intermediate	AEC1214
Microsoft Office Publisher 2007 - Advanced	AEC1215
Microsoft Office Publisher 2007 - Expert	AEC1216



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Microsoft Office Publisher 2007 - Foundation	AEC1217
Microsoft Office Publisher 2007 - Intermediate	AEC1218
Microsoft Office Publisher 2010 - Advanced	AEC1219
Microsoft Office Publisher 2010 - Foundation	AEC1220
Microsoft Office Publisher 2010 - Intermediate	AEC1221
Microsoft Office SharePoint Designer 2007 - Advanced	AEC1222
Microsoft Office SharePoint Designer 2007 - Expert	AEC1223
Microsoft Office SharePoint Designer 2007 - Foundation	AEC1224
Microsoft Office SharePoint Designer 2007 - Intermediate	AEC1225
Microsoft Office SharePoint Server 2007	AEC1226
Microsoft Skype for Business	AEC1227
Microsoft Office SharePoint Server 2010	AEC1228
Microsoft Office Visio 2007	AEC1229
Microsoft Office Visio 2010 - Advanced	AEC1230
Microsoft Office Visio 2010 - Foundation	AEC1231
Microsoft Office Visio 2010 - Intermediate	AEC1232
Microsoft Office Word 2002 - Advanced	AEC1233
Microsoft Office Word 2002 - Expert	AEC1234
Microsoft Office Word 2002 - Foundation	AEC1235
Microsoft Office Word 2002 - Intermediate	AEC1236
Microsoft Office Word 2003 - Advanced	AEC1237
Microsoft Office Word 2003 - Expert	AEC1238
Microsoft Office Word 2003 - Foundation	AEC1239
Microsoft Office Word 2003 - Intermediate	AEC1240
Microsoft Office Word 2007 - Advanced	AEC1241
Microsoft Office Word 2007 - Expert	AEC1242
Microsoft Office Word 2007 - Foundation	AEC1243
Microsoft Office Word 2007 - Intermediate	AEC1244
Microsoft Office Word 2010 - Advanced	AEC1245
Microsoft Office Word 2010 - Expert	AEC1246
Microsoft Office Word 2010 - Foundation	AEC1247
Microsoft Office Word 2010 - Intermediate	AEC1248
Microsoft Outlook Express 6	AEC1249
Microsoft SharePoint Designer 2010 - Advanced	AEC1250
Microsoft SharePoint Designer 2010 - Foundation	AEC1251
Microsoft SharePoint Designer 2010 - Intermediate	AEC1252
Microsoft Windows 7 - Advanced	AEC1253
Microsoft Windows 7 - Expert	AEC1254
Microsoft Windows 7 - Foundation	AEC1255
Microsoft Windows 7 - Intermediate	AEC1256
Microsoft Windows 8 - Advanced	AEC1257
Microsoft Windows 8 - Expert	AEC1258
Microsoft Windows 8 - Foundation	AEC1259
Microsoft Windows 8 - Intermediate	AEC1260



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Microsoft Windows Vista - Advanced	AEC1261
Microsoft Windows Vista - Expert	AEC1262
Microsoft Windows Vista - Foundation	AEC1263
Microsoft Windows Vista - Intermediate	AEC1264
Microsoft Windows XP - Advanced	AEC1265
Microsoft Windows XP - Foundation	AEC1266
Microsoft Windows XP - Intermediate	AEC1267
Excel 2013 Advanced Essentials	AEC1268
Excel 2013 Core Essentials	AEC1269
OneNote 2013 Advanced Essentials	AEC1270
OneNote 2015 Advanced Essentials	AEC1271
Outlook 2013 Core Essentials	AEC1272
Upgrading To Excel 2007	AEC1273
Upgrading To Excel 2010	AEC1274
Upgrading To InfoPath 2007	AEC1275
Upgrading To InfoPath 2010	AEC1276
Upgrading To OneNote 2010	AEC1277
Upgrading To Outlook 2007	AEC1278
Upgrading To Outlook 2010	AEC1279
PowerPoint 2013 Advanced Essentials	AEC1280-A
PowerPoint 2013 Core Essentials	AEC1281
Practical Applications - How to Blog and Podcast	AEC1282
Practical Applications - Integrating With Word Excel Access 2007	AEC1283
Practical Applications - Minute Taking With OneNote 2007	AEC1284
Practical Applications - Presentation with PowerPoint 2007	AEC1285
Practical Applications - Time Management and Excel 2007	AEC1286
Practical Applications - Time Management and Outlook 2007	AEC1287
Upgrading To PowerPoint 2007	AEC1288
Upgrading To PowerPoint 2010	AEC1289
Upgrading To Project 2007	AEC1290
Upgrading To Project 2010	AEC1291
Upgrading To Publisher 2007	AEC1292
Upgrading To Publisher 2010	AEC1293
Upgrading To SharePoint Designer 2007	AEC1294
Upgrading to SharePoint Designer 2010	AEC1295
Upgrading To Visio 2010	AEC1296
Upgrading to Windows 7 from Vista	AEC1297
Upgrading to Windows 7 From XP	AEC1298
Upgrading to Windows Vista	AEC1299
Upgrading To Word 2007	AEC1300
Upgrading To Word 2010	AEC1301
Visio 2013 Advanced Essentials	AEC1302-E
Visio 2013 Core Essentials	AEC1303
Windows Mail 7	AEC1304



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Word 2013 Advanced Essentials	AEC1305
Word 2013 Core Essentials	AEC1306
Word 2013 Expert	AEC1307
	AEC1308

PRICING PLAN

Quantity	Foundation Levels £	Intermediate Levels £	Advance Levels £	Expert Levels £
1	350	510	650	700
Up to 5	1500	2300	3000	6000
Up to 10	2900	4500	6000	6500
Up to 15	3700	6000	7500	8250
Up to 20	4000	7000	9000	10000
Delivery per Candidate	450	650	770	970

Terms and Conditions Apply.