



# Steria Learning Services Course Schedule 2008

Issue 2

Benefits & Risk	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	Management of Risk (5 days)	Manchester Poole London	APMG	£1,727	N/A		4-8			19-23			11-15			3-7	
			APMG	£1,727	£2,063	14-18						30-4	21-25		6-10	24-28	
			APMG	£1,727	N/A	7-11		3-7	28-2			9-13		15-19			
	Management of Risk Foundation (3 days)	Manchester Poole London	APMG	£1,042	N/A		4-6			19-21			11-13			3-5	
			APMG	£1,042	£1,210	14-16				7-9		30-2			6-8	24-26	
APMG			£1,042	N/A	7-9		3-5	28-30			9-11	21-23		15-17			
Management of Risk Practitioner Prep & Exam (2 days)	Manchester Poole London	APMG	£707	N/A		7-8			22-23			14-15			6-7		
		APMG	£707	£791	17-18				10-11					9-10	27-28		
		APMG	£707	N/A	10-11		6-7				12-13	3-4 24-25		18-19			
Risk Management Workshop (1 day)	In-house Only		N/A	N/A													
Business Benefits Realisation (2 days)	London		£646	N/A		21-22			8-9	19-20	31-1		11-12	23-24		4-5	

Change Management	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	Principles of Change Management Full Package (4 days)	Manchester London	APMG	£1,397	N/A	14-17	5-8	25-28	14-17	27-30	9-12	15-18	26-29	8-11	21-24	10-13	16-19
			APMG	£353	N/A	14	5	25	14	27	9	15	26	8	21	10	16
			APMG	£323	N/A	15	6	26	15	28	10	16	27	9	22	11	17
			APMG	£323	N/A	16	7	27	16	29	11	17	28	10	23	12	18
			APMG	£398	N/A	17	8	28	17	30	12	18	29	11	24	13	19
Principles of Change Management Unit 1 – The Individual (1 day)	Manchester London	APMG APMG	£353 £353	N/A N/A	14	5	25	14	27	9	15	26	8	21	10	16	
Principles of Change Management Unit 2 – The Team (1 day)	Manchester London	APMG APMG	£323 £323	N/A N/A	15	6	26	15	28	10	16	27	9	22	11	17	
Principles of Change Management Unit 3 – The Organisation (1 day)	Manchester London	APMG APMG	£323 £323	N/A N/A	16	7	27	16	29	11	17	28	10	23	12	18	
Principles of Change Management Unit 4 – Leadership (1 day)	Manchester London	APMG APMG	£398 £398	N/A N/A	17	8	28	17	30	12	18	29	11	24	13	19	

PRINCE2™	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	PRINCE2™ Overview (1 day)	In-house Only		N/A	N/A												
	PRINCE2™ Foundation (3 days)	Manchester Poole Bristol London London	APMG	£980	N/A	21-23	18-20			19-21	23-25		4-6	15-17	27-29		8-10
			APMG	£980	£1,148	28-30		3-5	14-16	19-21	30-2		11-13	22-24	27-29	3-5	8-10
			APMG	£980	N/A	21-23	25-27			12-14	23-25		4-6	15-17	20-22	27-29	1-3
			APMG	£980	N/A	14-16	4-6	31-2 Apr	21-23	12-14	16-18	28-30	18-20	29-1 Oct	20-22	24-26	15-17
	PRINCE2™ Practitioner (5 days)	Manchester Poole Bristol London London	APMG	£1,573	N/A	21-25	18-22			19-23	23-27		4-8	15-19	27-31		8-12
			APMG	£1,573	£1,909	28-1				19-23	30-4		11-15	22-26	27-31	3-7	8-12
			APMG	£1,573	N/A	21-25	25-29			12-16	23-27		4-8	15-19	20-24	24-28	1-5
			APMG	£1,573	N/A	14-18		31-4	21-25	12-16	16-20	28-1	18-22	29-3	20-24	24-28	15-19
APMG			£1,573	N/A		25-29	10-14				2-6	7-11	8-12		10-14		
PRINCE2™ Practitioner Prep & Exam (2 days)	Manchester Poole Bristol London London	APMG	£651	N/A	24-25	21-22			22-23	26-27		7-8	18-19	30-31		11-12	
		APMG	£651	£735	31-1		6-7	17-18	22-23		3-4	14-15	25-26	30-31	6-7	11-12	
		APMG	£651	N/A	24-25	28-29			15-16	26-27		7-8	18-19	23-24	27-28	4-5	
		APMG	£651	N/A	17-18	7-8	13-14	24-25	15-16	19-20	31-1	21-22	11-12	23-24	27-28	18-19	
PRINCE2™ Practitioners Only (3 days)	Manchester Poole London	APMG	£1,100	N/A	16-18			30-2			23-25		8-10		17-19		
		APMG	£1,100	£1,268		27-29			2-4		11-13		3-5		26-28		
ISEB PRINCE2™ Conversion (5 days)	Poole	ISEB	£1,935	£2,271				7-11			7-11			6-10			
ISEB Certificate in IS Project Management Exam (1 day)	Reading	ISEB	N/A	N/A				18			18			17			

Programme & Support

	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Managing Successful Programmes Foundation & Practitioner 2007 Manual (4 days)	Manchester		£1,432	N/A			31-3				2-5	14-17	15-18	20-23	10-13	
	Poole		£1,432	£1,684		25-28		21-24			16-19	28-31	8-11	15-18		1-4
	Bristol		£1,432	N/A				3-6			23-26		15-18	27-30	24-27	8-11
	London		£1,432	N/A	21-24			10-13	14-17	12-15	9-12	7-10	4-7	29-2	3-6	15-18
London		£1,432	N/A									4-7	1-4			
Managing Successful Programmes Advanced Practitioner 2007 Manual (3 days)	Manchester		£887	N/A			12-14									
London		£887	N/A			27-29							3-5	1-3		
Poole		£887	£1,055						21-23	11-13	23-25				19-21	
Managing Successful Programmes for Police Intermediate (4 days)	In-house Only	APMG	N/A	N/A												
Programme Definition (4 days) Designing the Blueprint	London		£1,356	N/A	14-17						22-25			28-31		
Certificate in Programme & Project Support Office Essentials (4 days)	Manchester	ISEB	£1,446	N/A			11-14							28-31		
	Poole		£1,446	£1,698				15-18	20-23						18-21	
	London		£1,446	N/A	22-25						8-11		30-3			
Advanced Certificate in Programme & Project Support Office (5 days)	Poole	ISEB	£1,977	£2,313		4-8			12-16			4-8		3-7		
Managing Successful Programmes Overview (1 day)	In-house Only		N/A	N/A												

Project Management

	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
APM Introductory Certificate (2 days)	London	APM	£746	N/A	21-22			7-8		23-24			8-9		24-25	
APMP (5 days)	London	APM	£1,860	N/A			10-14	28-2		23-27		18-22		13-17		8-12
	London	APM	N/A	N/A				11	30		25		19		14	
Foundation Certificate in IS Project Management (3 days)	Poole	ISEB	£1,059	£1,227			3-5		27-29			18-20		10-12		
	London		£1,059	N/A	21-23						7-9		29-1			
Certificate in IS Project Management (10 days)	In-house Only	ISEB	N/A	N/A												
ISEB PRINCE2™ Conversion (5 days)	Poole	ISEB	£1,935	£2,271				7-11			7-11			6-10		
ISEB Certificate in IS Project Management Exam	Reading	ISEB	N/A	N/A				18			18			17		
Planning Control Techniques (3 days)	Poole		£948	£1,116				7-9			7-9			6-8		
People Issues and PRINCE2™ (2 days)	Poole		£636	£720				10-11			10-11			9-10		
Fundamentals of Project Management & PRINCE2™ (2 days)	Poole		£646	£730			13-14		29-30						13-14	
	London		£646	N/A							10-11	21-22		2-3		

Our courses and consultants are accredited by relevant professional bodies such as the Association for Project Management, APM Group, ISEB, the DSDM Consortium and Facilitation Accreditation Services. All prices are excluding VAT.

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## Best Practice

	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Risk Management Workshop	In-house Only		N/A	N/A												
Managing Multiple Projects with PRINCE2™ (2 days)	London		£646	N/A						17-18	29-30		9-10	21-22		2-3
PID Writing Workshop (1 day)	In-house Only		N/A	N/A												
Developing & Managing a Business Case (2 days)	In-house Only		N/A	N/A												
Planning Control Techniques (3 days)	Poole		£948	£1,116				7-9			7-9			6-8		
People Issues and PRINCE2™ (2 days)	Poole		£636	£720				10-11			10-11			9-10		
Managing Outsourced & Offshore Projects	London		£646	N/A						25-26			10-11		26-27	
Finance for Project Managers (1 day)	Manchester London		£390 £390	N/A N/A			10		19		7		29	27	17	
The Project Board (1/2 day)	In-house Only		N/A	N/A												
Senior Executive Workshop (1/2 day)	In-house Only		N/A	N/A												
Consultancy Skills Workshop (2 days)	In-house Only		N/A	N/A												

## Service Management

	Venue	Accred	Non-Res	Res	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
ITIL® Service Management Foundation Certificate (3 days)	Manchester	ISEB	£895	N/A						30-02 Jul						
	Wokingham	ISEB	£895	N/A		4-6	10-12	7-9	7-9	16-18	7-9	4-6	8-10	6-8	3-5	8-10
	Wokingham	ISEB	£895	N/A			26-28	21-23	28-30		21-23	18-20				
	London	ISEB	£895	N/A		18-20	3-5	7-9	7-9	2-4	14-16	11-13	15-17	20-22	24-26	15-17
	London	ISEB	£895	N/A		25-27	17-19	21-23	19-21	16-18	28-30	27-29	22-24			
	London	ISEB	£895	N/A			26-28			30-02 Jul						
ITIL® Service Management Support (5 days)	Cheshire	ISEB	£1,450	N/A			31-4									
	Wokingham	ISEB	£1,450	N/A			3-7			9-13			1-5			
	London	ISEB	£1,450	N/A		11-15		7-11		16-20			15-19			
ITIL® Service Management Delivery (5 days)	Cheshire	ISEB	£1,450	N/A			10-14									
	Wokingham	ISEB	£1,450	N/A		11-15			12-16		28-1 Aug					
	London	ISEB	£1,450	N/A			10-14		19-23			4-8				
ITIL® Service Management Exam Prep (1 day)	Cheshire	ISEB	£220	N/A				18								
	Wokingham	ISEB	£220	N/A	17			18			18			17		
	London	ISEB	£220	N/A				18			18			17		
	London	ISEB	£220	N/A				25								
ITIL® Service Managers Certificate Exam (2 days)	Cheshire	ISEB	£280	N/A	23&24			24&25								
	Wokingham	ISEB	£280	N/A				24&25			24&25			23-24		
	London	ISEB	£280	N/A				24&25	1&2		24&25			23-24		

# Steria Learning Services – Partners in Project Management

## → Our services

Effective programme and project management is the engine room for the delivery of change. Steria Learning Services works with organisations to help them to achieve best practice in programme and project management. Through our Consultancy, Training and Recruitment services we support people and process development, and Management Tools.

We focus on achieving best practice through pragmatic, practical learning and development solutions. Our consultants, who are experienced programme and project managers, take a lead in working with all stakeholders in client organisations to help achieve business performance improvement. We offer client specific support through:

### Consultancy Services including:

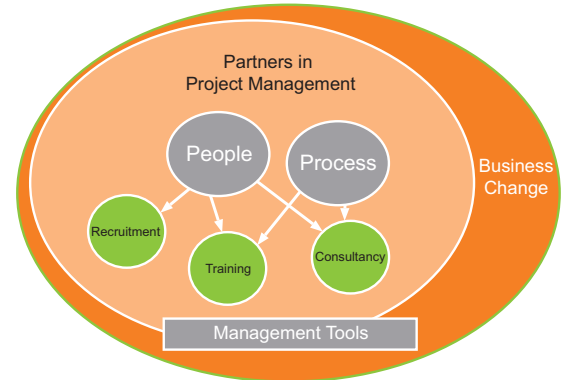
- Best Practice Review
- Project Health Checks
- Executive Briefings
- Mentoring
- Developing Communities of Practice
- Skills Planning
- Workshops

**Project Management in Practice**, which focuses on pragmatic training solutions in a number of areas, such as:

- Benefits Realisation
- Managing Multiple Projects
- PID Writing Workshop
- Fundamentals of Project Management and PRINCE2™

**Accredited Training** which is available for those organisations and individuals who wish to achieve recognised qualifications in the following subjects:

- PRINCE2™
- Managing Successful Programmes
- Management of Risk
- Programme and Project Support
- IS Project Management
- ITIL Service Management
- APM Qualifications
- Change Management



**Steria Learning Services is an Accredited Training Organisation with APM Group, APM and ISEB. As Duhig Berry, we managed the original development of the PRINCE2™ method.**

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## Steria Learning Services – Partners in Project Management

**Implementation Training Services** supports the delivery of business change through managed end-user training. This includes:

- Conducting training needs analyses
- Planning
- Designing courseware and support materials
- Development
- Delivery
  - Process Training
  - Application Training
  - Technical Training
  - Measurement and review

The solutions we deliver to support the implementation of projects are delivery independent, and will comprise a choice, or blend, of:

- Classroom
- E-learning
- Workbooks

### → Steria Recruitment

With over 25 years in IT Recruitment, we provide flexible resourcing solutions for our clients, specialising in the placement of contract IT specialists, Interim Managers and individuals for permanent roles.

**Making a difference to our clients** – We ensure maximised speed of placement, streamlined processes and minimised costs through our proven best practice processes, procedures and innovative solutions.

**Client tailored sourcing** – Proactive profiling of our database aligned to your business requirements.

**Supplementary resourcing** – Utilising our offshore resources to extend our working day.

**Legislation and compliance** – A dedicated Best Practice Manager ensures compliance to employment law and legislation minimising potential risk to clients.

**Quality** – BS EN ISO 9001:2000 certified (contract resource provision), ATSCo member adhering to their Code of Practice and ATSCo Technical Staffing Company of the Year 2005 with a Special Commendation in 2006.

**Technology** – Our in-house e-procurement resource management system results in fast, efficient resource searches.

### **Outsourced and Managed Training Solutions**

helps to improve the quality and range of training available to our clients through effective supplier management. This provides a single procurement point which offers you the flexibility to use tried and trusted partners, as well as being introduced to new providers. This added flexibility helps to meet new demands as they arise. Our experience of designing, developing and delivering training enables us to give you best advice as part of our quality management service. Areas covered by this service include:

- Technical
- End User
- Business Skills
- Interpersonal Skills

**Market intelligence** – Actively promoting an awareness of general market conditions from a client, contractor and agency point of view across our staff.

### **We are doing more for our clients through:**

- Contract resource delivery
- Permanent resource delivery
- Supply chain management
- Interim management
- Consultancy
- Education and Training

Our services are built on sector, business and technology understanding developed through strong, long-term client relationships.

Working in partnership with you we develop the right solution to meet your current business requirements and through our flexible client management approach, your business has the ability to adapt as your operations develop.

Our experience in delivering effective resource management solutions, coupled with our contractor and agency migration expertise, ensures you have the agility to make business changes whilst assuring continuity of day-to-day operations with minimal risk.



# contact

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