

Training

Our New Training Department is open

We are pleased to announce the opening of our new, computer equipped, training department at our offices in Uffcott near Swindon. Sessions (both half and full day) are currently planned to accommodate between four and eight people. Courses currently on offer are:

COURSES OF GENERAL APPLICATION

Course No		Duration
NEW1	New to Finance Smaller Councils Receipts & Payments <i>Clerks, Councillors and accounts staff – a basic introduction</i>	Full Day
NEW2	New to Finance Larger Councils (income or expenditure over £200,000) <i>Clerks, Councillors and accounts staff – an intensive introduction</i>	Full Day
VAT1	VAT for Local Councils Essential Information applicable to all councils <i>Clerks, Councillors or accounts staff – a basic introduction</i>	Half Day
ADV1	Advanced Financial Planning Larger Councils (over £500,000) <i>New accounts staff or for councils growing in size</i>	Half Day
EXCEL1	Excel for Beginners Make Excel work for you! <i>Basic training for anyone with very little knowledge</i>	Half Day

COURSES SPECIFICALLY FOR FINANCIAL DIRECTOR 'OMEGA' USERS

Course No		Duration
OM2	Omega Refresher Course Cash Book, Management Accounts & Budgets <i>For Existing users with no previous or recent formal training</i>	Half Day
OM1	Omega New Users Course Cash Book, Management Accounts & Budgets <i>New users with little or no previous experience</i>	Full Day
OMA	Omega Advanced Maximise the potential for Reserve accounting, budgets and more <i>Suitable only for experienced Omega users of larger councils</i>	Half Day
OMB	Omega Bought Ledger Module Training Data entry, VAT rates, cheque production & Reports <i>New users to Omega or about to purchase the module</i>	Half Day
OMS	Omega Sales Ledger Module Training Creating Invoices, VAT rates, Payments received & Reports <i>New users to Omega or about to purchase the module</i>	Half Day

We are also offering:

Customized one to one training – prices on application, 50% discount for second person from the same council for customised training.

Please feel free to contact us for further details, prices and dates:

Telephone: **01793 739110**

E-mail: **admin@dckbeavers.co.uk**

Or visit our website at: **www.dckbeavers.co.uk** and follow the link to request a brochure