

Meteor IT

Learning Workshop price guide

All our software workshops are designed to be run at a client's premises using their own systems to ensure that what the trainee is seeing and using will be familiar to them when they use their new skills in the completion of their day-to-day tasks.

Our management "soft-skills" workshops may be run in your offices, or at an off-site location, or as a public scheduled course for people from a variety of different businesses.

Delegates will be provided with printed copies of the workshop objectives and all training materials.

Learning Workshops and costs

	Duration (mins)	Max. No. Trainees	Min. No. Trainees	Cost per head
Software workshops				
Lotus Notes Calendar and Scheduler	30	8	4	£40
Excel – Conditional formatting / number formats	60	8	4	£45
Excel – Pivot Tables from beginner to advanced	90	6	4	£60
Word - Using tables for document layout	30	8	4	£40
Presenting data with charts (Excel / PowerPoint)	60	8	4	£45
Editing pictures and using them in documents	60	8	4	£45
Creating diagrams (OrgChart and PowerPoint)	60	8	4	£45

Management skills / personal development workshops				
Presenting with PowerPoint (in-house)	1/2 day	12	6	£95
Professional Presenting (in-house)	1 day	12	6	£175
Presenting with PowerPoint (public course)	1/2 day	12	N/A	£150
Professional Presenting (public course)	1 day	12	N/A	£250

Prices are excluding VAT and are for guidance only. All prices subject to change without notice.

Please read the notes on page two of this pricing guide.



Notes

Costs and discounts

There may be discounts available if the same workshop can be run more than once in succession, or if a follow-on workshop or course is also booked for the same delegates.

To allow for flexibility in scheduling and allocation of budget costs the workshop prices are all quoted per attendee. A maximum number of trainees is set to ensure all participants gain the full benefit of the training. Any requirement to exceed these numbers must be discussed and agreed in advance, and may depend on an assessment of attendees' skills.

Please contact us to discuss pricing if a workshop is required for fewer attendees than the minimum stated. If fewer people than this minimum actually attend without prior arrangement, the minimum number must be paid for in full to cover the cost of the workshop. This also applies to workshops cancelled with less than 48 hours notice.

Consultation

It is always good practice to make sure that workshops are adjusted to reflect priorities and policies of different firms. Meteor IT provide one free consultation prior to any workshop bookings to guarantee the best quality training is made available for your staff and incorporate anything specific to your business.

We can also advise on a formal "training needs analysis" process to help you make the right choices to suit individual needs. If a workshop needs to be completely customised, this can be done, but the prices given here may not reflect this additional work.

Equipment

This price guide does not include provision of any equipment or software for the delegates. The client's own systems will be used, as this generally means that attendees are already familiar with the environment presented to them. Any customisation performed as part of the workshop, such as additional toolbars, would remain available to the user afterwards.

Meteor IT will provide laptop and projection equipment for use by the trainer, unless the client already has such equipment installed and set up (such as a permanent fixed screen).

Additional time may be needed to set up the systems to be used for the training if no dedicated facility exists. No time has been included for this in the hours or pricing structure given above. An allowance of thirty minutes additional time before each session is included at no extra cost for general preparation such as handing out training materials and setting up projection equipment.

Trademarks

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