

Meteor IT

Training Courses price guide

All our software training courses 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.

Delegates will be provided with printed copies of the course objectives and all training materials (in colour where appropriate). In addition, where there are supporting example files, a copy will be provided to the client on CD-ROM to be copied as required.

Courses and costs

	Duration (hours)	Max. No. Trainees	Min. No. Trainees	Cost per head
Lotus Notes Foundation	1.5	6	4	£60
Lotus Notes Intermediate	2	6	4	£70
Lotus Notes – Advanced and client configuration	1.5	4	1	£75
Microsoft Word – Foundation	2	6	4	£60
Microsoft Word – Intermediate	3	6	3	£75
Microsoft Word – Advanced	3	4	3	£85
Microsoft Excel – Foundation	3	6	4	£70
Microsoft Excel – Intermediate I	3	6	3	£75
Microsoft Excel – Intermediate II (Data Analysis)	3	4	2	£80
Microsoft Excel – Advanced I	3	4	2	£85
Microsoft PowerPoint – Foundation	2	6	4	£60
Microsoft PowerPoint – Intermediate	3	6	3	£75
Microsoft PowerPoint - Advanced	2.5	4	3	£80
Microsoft Outlook – Foundation	3	6	4	£70

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 course 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 course 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 course 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 course. This also applies to courses cancelled with less than 48 hours notice.

Consultation

It is always good practice to make sure that courses are adjusted to reflect priorities and policies of different firms. Meteor IT provide one free consultation prior to any course 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 course 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 course, 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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