minutes of learning saving you time forever

Bite Size Virtual Workshops



"Both trainers were really friendly, approachable and no question considered too silly. They were very good at building confidence and allowing you to space to make and correct errors with assistance"

L&D Manager, Finance Sector

"I was very apprehensive about the virtual training, but found it worked well. I would be very happy to have more training this way"

Microsoft 365 Virtual training

November 2026

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MS 365 – Driving Efficiencies - 2 hours

This workshop is intended for a learner who are familiar with using Copilot but want to maximise the tools available via their MS365 accounts. No Copilot licence is required.

- Getting the most out of Teams – adding and pinning apps, using the planner, workflow and approvals, checking documents out and back in, version control and checking out permissions
- Refining prompts – clearing history, accessing chat history, do's and don'ts.
- Working with files efficiently – understanding the difference in SharePoint and OneDrive, using Links not attachments, sending emails with attachments to a Teams Channel
- Understanding agents

MS Copilot 365 - Getting Started - 3 hours

This workshop is intended for a learner with no prior knowledge of using Copilot but wants to learn how to access and use it across the Microsoft 365 apps and is demonstration led. No paid for licence required.

- Accessing Copilot, work and web explained, security matters, understanding prompts
- Using Copilot Chat
- Using Copilot in Excel for formula creation, charts, insights, data cleansing and visualisations
- Using Copilot in Word for drafting new content, using the coaching feature, generating ideas, summarising
- Using Copilot in PowerPoint for quick content generation, enhancing existing presentations
- Using Copilot in Outlook and Teams

MS Copilot 365 - Getting Started – Full Day

This workshop is intended for a learner with no prior knowledge of using Copilot but wants to learn how to access and use it across the Microsoft 365 apps with hands-on experience together with exercises. A paid for licence is required.

- Accessing Copilot, work and web explained, security matters, understanding prompts
- Using Copilot Chat
- Using Copilot in Excel for formula creation, charts, insights, data cleansing and visualisations
- Using Copilot in Word for drafting new content, using the coaching feature, generating ideas, summarising
- Using Copilot in PowerPoint for quick content generation, enhancing existing presentations
- Using Copilot in Outlook and Teams

Quote from a recent learner

I think Copilot is an amazing tool, however not many people know how to use it to it's full potential - thanks to this training, people in my company will be more aware and also promote it within the business, which will have great long-term effect.

MS Copilot 365 – Writing Effective Prompts - 3 hours

This workshop is intended for a learner with prior knowledge of using Copilot but wants to learn how to move from writing basic prompts to professional ones that deliver consistent high-quality results. A paid for licence required.

- Managing Prompts
- Understanding what make a prompt successful.
- Prompt frameworks that include a goal, content and format including multi-level prompting
- Asking copilot to critique itself
- Improving style and tone
- Building reusable prompt collections Using prompts for email management, meeting preparation, project planning, report writing
- Creating a top 20 prompt toolkit

MS Copilot 365 – Branding - 3 hours

This workshop is intended for a learner with prior knowledge of using Copilot but and who need to build professional, consistent brands. No paid for licence required.

- Prompt best practice including managing prompt history, do's and don'ts, accessing the Prompt lab
- Why brands matter to maintain a professional identity
- Working with brand assets such as colours, fonts, logos and templates
- Creating and using branding for Word
- Creating and using branding for PowerPoint
- Re-purposing content
- Creating a campaign for emails, posters, newsletters and presentations.

MS Copilot 365 – Agents - 3 hours

This workshop is intended for a learner with prior knowledge of using Copilot but and who need to build agents that can answer questions and perform business tasks.

- Prompt best practice including managing prompt history, do's and don'ts, accessing the Prompt lab
- Introducing what Agents are versus chat and the business benefits
- Creating and using an Agent including hands-on exercises
- Using knowledge sources including SharePoint and OneDrive sites
- Writing effective agents
- Managing and Sharing Agents
- Practical exercise for each delegate to create an agent for themselves.

MS Copilot 365 – For Line Managers - 3 hours

This workshop is intended for a line managers with prior knowledge of using Copilot who need learn how to use Copilot as a leadership assistant to help with decision making, communication and team management

- Prompt best practice including managing prompt history, do's and don'ts, accessing the Prompt lab
- Learn how to reduce repetitive tasks, prepare for meetings and manage information overload
- Manage meetings with copilot
- Create management communications
- Help with decisions including SWOT analysis, option comparisons, risk identification and scenario planning
- Strategic thinking – brainstorming, exploring opportunities, problem solving and prioritisation techniques.



Quote from a recent learner

All great content. The presenters were really engaging- liked how they named us during the session to provide feedback. I thought it was better than a face-to-face session as easier to follow and ask questions.

MS Excel - Getting Started - 2 hours

This workshop is intended for a learner with no prior knowledge of Excel but wants to learn about the basics to being able to perform simple calculations

- Understanding about the screen layout
- Ribbon
- Quick Access Toolbar
- Entering text and numbers
- Performing simple calculations (add, subtract, multiply and divide)
- Centring headings
- Using SUM function
- Using Min, Max, Average and Count functions Understanding order of
- Formatting numbers
- Absolute v Relative References
- Viewing and amending Page Breaks

MS Excel - Worksheets and Workbooks - 2 hours

This workshop is a follow on from the Getting Started session and focusses on how to work with multiple sheets, group them and perform calculations across worksheets and workbookbs

- Naming and Copying sheets
- Creating new sheets
- Grouping sheets
- Formatting multiple worksheets at the same time
- Performing calculations across worksheets
- Performing calculations across workbooks

MS Excel – More Functions - 2 hours

Intended for those who are familiar with the basic functions but want to extend their knowledge beyond the basic functions of sum, min, max and average to make more use of Excel.

- IF Function
- Nesting IFs
- Nesting Functions
- SUMIF/s
- COUNTIF, COUNTBLANK, COUNTA, COUNT
- Case Functions
- Concat
- Watch Window
- Text Functions – left and right
- IF Error

MS Excel – Pivot Tables and Charts - 2 hours

For those who work with large amounts of data and need to be able to summarise and cut and slice the information quickly. It also covers how to create Pivot charts to allow the data to be changed at the click of your mouse.

- What is a Pivot?
- Source Data
- Building your Pivot
- Creating your Pivot
- Choosing your Data
- Updating the source
- Formatting your Pivot
- Modifying calculations
- Pivot charts
- Slicers
- 12 tips for pivots

MS Excel - Dashboards - 2 hours

This course follows on from Pivot Tables and Charts. Aimed at those who are familiar with creating pivot tables and charts but now would like to be able to summarise multiple pivot charts on an overview page and make slicers and timelines work dynamically.

- Understanding a Dashboard
- Questions to ask before you start
- Creating a Dashboard
- Enhancing the Dashboard
- Design matters
- Enhancing the Dashboard
  - Using Conditional Formatting
  - Using SUMIF
  - Using Database Functions

MS Excel - Working with Charts - 2 hours

Building a chart in Excel is not a terribly difficult thing to do. The hard part is getting your mind around which type of chart to use in which situation. Excel has 11 major chart types with variations on each type. Join us on this workshop to delve deeper to learn how Charts can visually annotate your data.

- Choosing the right chart for the right data
- Creating basic charts - Column, Bar, Line, Pie, Scatter
- Values and Scaling
- Formatting the chart
- 2 axis bar charts
- Adding Trendlines
- Plotting large amounts of data with Histogram Charts
- Looking at other chart types
- Linking charts to Word and PowerPoint



Quote from a recent learner

"It was a very well run course with lots of new ideas in a two hour session - leaving me wanting more!

MS Excel – Conditional Formatting and Data Validation - 2 hours

Conditional Formatting is applied to cells which meet a certain condition. For example, red is applied to numbers over 100 however there is much more than can be done. Data Validation restricts what can be entered into a cell ensuring consistency.

Conditional Formatting

- Highlight cells rules
- Top and Bottom
- Data Bars/Colour Sets/Icon Sets
- Using formulas with Conditional Formatting
- Using Conditional formatting to highlight blank cells
- Format cells with dates
- Highlighting entire rows

Data Validation

- Restricting input of data
- Unlocking cells
- Validating data
- Protecting & unprotecting worksheets Input messages
- Error Alerts
- Using formulas to restrict input

MS Excel - Working with Dates/Times - 2 hours

Behind the scenes, a date in Excel is simply a number with special formatting. If you open Excel and type in the number 1 and convert it to a date, Excel converts it to 1st January 1900. So with that in mind, you can do great calculations with dates and time too. Join this workshop to find out more

- Understanding dates and times in Excel
- Using a formula to input today's date
- Performing calculations with dates and times
- Combining numbers to make a date
- Adding and subtracting to dates
- Working out how many workdays to a future date with the networkdays function
- Adding/subtracting dates with the edate function
- Adding years, months and days to a date with the date function
- Combining Conditional Formatting with dates
- Using dates in formula for custom Data Validation
- Using the DATEDIF function
- Using the EOMONTH function
- Using the EDATE function
- Using the WORKDAY function

MS Excel – Lookups - 2 hours

For those who need to refer to information that already exists in other places and have it automatically update. There are restrictions in using VLOOKUPs so now XLOOKUPs are more commonly used.

- VLOOKUPS
- HLOOKUPS
- XLOOKUPS
- VLOOKUPS with Pivot
- Combining LOOKUPS
- LOOKUPS with Named ranges

Quote from a recent learner

"Both trainers really friendly, approachable and no question considered too silly. Were very good at building confidence and allowing you space to make and correct errors with assistance".

MS Excel – Timesavers - 2 hours

Aimed at those who are at an introduction level or self-taught and want to learn new skills to make working with Excel quicker and easier. This workshop covers how to name cells to make formulas easier to read, how to create a list to avoid retyping entries that are frequently used. It also includes how to format ranges of data as well as creating a master spreadsheet that can be used over and over. Lastly how to summarise data from various workbooks is also covered.

- Naming ranges
- Custom Lists
- Splitting a worksheet
- Consolidating Data
- Quick Analysis tool
- Camera Tool
- Creating Templates
- Creating Styles
- Adding up all rows and columns at once
- Inputting time
- Converting Ranges to Tables
- Tips and Tricks

MS Excel – Working with Dynamic Arrays - 2 hours

Aimed at those who are already familiar with using functions. We now take you to a new level and work with dynamic array formulas (formulas that can return arrays of variable size are called dynamic array formulas) which allow you to perform multiple calculations on one or more items in an array. We will explore functions like Small and Large, Unique, Filter and Sort and see how they spill to return values to neighbouring cells. Delegates must have a good working knowledge of using functions before attending this workshop.

MS Excel – Working with Tables - 2 hours

This workshop will change the way you work with data in MS Excel. It's aimed at those who are already familiar with the basics of Excel and are ready to take their knowledge to the next level.

- Rules before creating a Table
- Creating a Table
- Formatting your Table
- Adding Totals
- Adding new rows and columns
- Filtering and Sorting
- Naming your Table
- Adding Slicers
- Add a Pivot Table/Chart
- Ensuring integrity with data validation (dropdown lists)
- Effective use of Conditional Formatting
- Differences in the Desktop app and web
- Understanding Structured References

MS Excel – Managing Large Worksheets - 2 hours

What prints isn't necessarily what you see on the screen. We look at everything to do with setting up spreadsheets for printing, as well as different views and settings to help you when working with larger spreadsheets.

- Workbook views
- Printing selection
- Page Break Preview
- Freezing and Splitting Panes
- Arranging Windows / Multiple Windows
- Inserting/editing/printing Notes
- Creating/editing a named Range
- Inserting/removing Page Breaks
- Page setup options including header & footers, scaling, margins, printing gridlines, setting print titles
- Setting print areas/print selection
- Printing worksheets/workbooks
- Saving as a PDF



Quote from a recent learner

"I remain eternally grateful for the incredible Power BI course I did with you. I have since been able to automate all of our daily/weekly/monthly reports which has saved so much time. An excellent course and very well delivered".

MS Outlook – Basics - 2 hours



This course is aimed at those who have little or no knowledge of using Outlook. It covers how to access it, explains it's main components. How to create, format and send emails and enter appointments into a calendar.

- Why use Outlook?
- Communication methods
- Navigation
- Folder Pane
- Creating and receiving emails
- Delaying emails
- Creating folders
- Formatting emails
- Deleting emails
- Calendar basics

MS Outlook - Making the most of it - 2 hours



We all use Outlook every day and probably it takes up a large proportion of your day so it's important you use the features available to you and save yourself time.

- Creating templates
- Switching between mail and calendar quickly
- Keyboard shortcuts
- Quick Parts
- Deferring emails
- Flagging messages fast
- Making emails stand out
- Creating rules
- Working with the Quick Access toolbar
- Formatting emails
- Message Ruler
- Using the split command
- Voting/ Find Time
- Creating drafts

MS Outlook - Working with your Calendar - 2 hours



It's vital everyone uses their calendar correctly and keeps it up to date. This workshop will explain about the different types of appointments, events and schedule meetings with colleagues.

- Moving around your calendar
- Adding appointments
- Adding events
- Scheduling meetings
- Adding reminders
- Creating Group Calendars
- Calendar permissions
- Adding a second time zone
- Emailing your calendar
- Printing your calendar

Quote from a recent learner

I often prepare reports for higher management, this involves analysing large sums of data and preparing presentations. What I learned today will help substantially.

MS OneNote - Getting Started- 2 hours

Stop writing notes on scraps of paper – use OneNote and keep track of your thoughts and ideas all in one place. The workshop objective is for delegates to become more confident to create electronic notes rather than on yellow sticky notes or handwritten pads.

- Understanding OneNote
- Creating Notebooks
- Adding sections and pages
- Understanding the menu options
- Searching for information
- Sharing your Notes
- Top tips and tricks

MS Planner – Getting Started – 2 hours

Planner is an online tool for collaboration which is great for you and your team to keep track of Team tasks and it's easily accessible. This workshop's objective is for delegates to become confident in accessing and navigating Planner and to understand the purpose of plans and buckets. We'll also explore how to create tasks and how to se the different views that are available. Lastly, we'll show you how to see your Plans in teams.

- Introducing Planner
- Accessing Planner
- Creating a Plan
- Creating a Task
- Editing Tasks
- Assigning Tasks
- Using Buckets
- Using Labels
- Views – Board, Charts & Schedule
- Filtering
- Assigned to me
- Accessing your Plans in Teams



MS PowerPoint - Getting Started - 2 hours

Aimed at those with no prior knowledge who need to be able to create a presentation.

- The PowerPoint Environment
- The Ribbon
- Backstage View
- Status Bar
- Opening and Closing a Presentation
- Navigating Between Slides
- PowerPoint Views
- Quick Access Toolbar
- Using the Zoom Tool
- Creating and saving Presentations
- Slide Orientation
- Inserting New Slides
- Selecting methods
- Aligning, grouping and layering objects
- Moving, Copying and Deleting Slides
- Running slide Shows

MS PowerPoint - Presenting Impactful Presentations - 2 hours

Aimed at those who want to understand the basics of working with PowerPoint and the basic do's and don'ts. Learn how to manipulate data

- First impressions count
- Storyboarding (start/middle/end)
- Purpose/Theme/Environment/Timing/Audience
- Basic rules for presenting data – consistency
- Don't use too much text - rule of 6
- Hyperlinks
- Using SmartArt rather than bullets
- Re-using slides
- 3D icons
- Working with tables – creating/importing
- Shock with the unexpected
- Make statistics easy to read
- Animating
- Transitions

MS PowerPoint - Transitions and Animation - 2 hours

Bring your presentations alive with movement by animating text and objects to add visual impact. Add Slide Transitions as well.

- Animating bulleted lists
- Basic animations
- Adding animations to existing animations
- Triggers
- Animation Painter
- Effect Options
- Animation Pane
- Animating Charts
- Morphing
- Scrolling ticker tape
- Animated 3D models
- Slide Transitions

Quote from a recent learner

This Copilot training was one of the most beneficial sessions I have attended in a while because it is genuinely applicable to my everyday work

MS SharePoint – Getting Started– 2 hours

SharePoint allows you to share and manage files empowering teamwork giving you access to files from any device from anywhere. This workshop's objective is for delegates to become confident in understanding how SharePoint can help you work with your files, how to access it and navigate around. You will learn how to create, edit, search and delete files. You will learn how to quickly search for files, how to check them out and back in.

MS Teams - Getting the most out of - Half day

Making the most of Microsoft Teams training is available as both a half day or a full day course. The content is the same but the length of the workshop allows delegates to learn at their preferred pace.

Designed for those who have some experience of MS Teams and wish to learn at a brisker pace. Most suited to those who are self-taught and wish to support this with more formal learning. It covers how to access MS Teams using various devices, how to start individual and group chats and how to start conversations. You will also learn how to schedule and join meetings and make the most of the meeting tools that are available to you. You will learn how to find content quickly and bookmark items. Lastly, we will cover how to alter Notifications and Settings. **Duration** – 3 hours

MS Teams - Getting the most out of - Full Day

Making the most of Microsoft Teams training is available as both a half day or a full day course. The content is the same but the length of the workshop allows delegates to learn at their preferred pace.

Ideal for those who are fairly new to MS Teams and those who want to spend some time practicing in the learning environment. If you have very little knowledge of MS Teams, please contact your IT Department before the session in order to check that you are set up correctly and ready to go for the training.

It covers how to access MS Teams using various devices, how to start individual and group chats and how to start conversations. You will also learn how to schedule and join meetings and make the most of the meeting tools that are available to you. You will learn how to find content quickly and bookmark items. Lastly, we will cover how to alter Notifications and Settings.

Quote from a recent learner

"The trainers were excellent. Friendly and approachable, their technique was excellent very straight forward"

MS Word - Getting Started - 2 hours

This workshop takes a learner with little or no prior knowledge of Word and helps them understand the environment to enable them to create, save and open documents. Basic character formatting techniques are covered. Includes how to work with paragraphs quickly and easily without doing tasks the long way round.

- The Word Environment
- Backstage View
- Quick Access Toolbar
- Status Bar
- Creating a new Document
- Saving Documents and Renaming Documents
- Opening and Closing Documents
- Inserting and Deleting text
- Cut, copy and paste
- Selecting text
- Character Formatting (bold, underline and italics)
- Format Painter
- Revealing document marks
- Aligning Text
- Indenting Paragraphs
- Line Spacing
- Applying Bullets and Inserting Numbers
- Inserting new pages
- Setting and removing tabs
- Drag and Drop
- Paragraph Borders

MS Word - Paragraph Formatting - 2 hours

Aimed at those who want to manipulate text efficiently with the automatic features available in Word such as paragraph styles and table of contents.

- Revealing Document Marks
- Aligning Text
- Indenting Text
- Clear all formatting
- Line Spacing
- Applying bullets
- Applying Numbering
- Inserting New Pages
- Setting and Removing Tabs
- Drag and Drop
- Paragraph Borders
- Paragraph Styles
- Paragraph Shading
- Table of Contents



MS Word - Document Formatting - 2 hours

Intended for those who need to format documents efficiently and take advantage of the options that Word has to offer to make documents look professional. It covers how to add page borders and shading and how to quickly change from portrait to landscape. Delegates will learn how to control pagination and page numbering. Also covered is how to work with Section Breaks to enable the document layout to be altered. Lastly adding tables is also included to control the flow of text.

- Adding Page Borders and Shading
- Page Size and Orientation
- Page Margins
- Page Breaks
- Page Numbering
- Headers and Footers
- Inserting Section Breaks
- Working with basic Tables

MS Word - Mail Merge - 2 hours

For those who need to send letters out to multiple recipients. Learning how to work with mail merge will enable delegates to create letters, labels and lists from single sets of source data.

- What is mail merge
- Source Data
- Merge process
- Producing labels
- Merging to Outlook
- Merging to letters
- Producing separate files

MS Access – Getting Started - 2 x Half days

This course covers the principles of database design when you create and maintain a database in Access. How to manage Access database files as well as create, maintain, use, and customise tables and fields. It explains how to manipulate text in a table and how to establish and manage relationships between tables. You will learn how to perform searches, search-and-replace operations, and sorts and create and apply a filter and lastly how to create and execute queries.

MS Project – Getting Started - 2 days

This course is designed for new users to Microsoft Project to enable them to plan manage and communicate project information in Microsoft Project. It covers how

Day 1 focuses on planning, introducing project management, Microsoft Project and its views and navigation. Learners explore how to enter, edit, link and structure tasks, and schedule them using lag and lead, relationship types, fixed dates and the critical path. They also cover project information, non-working time, resources and printing views, including filters, set-up and Calendar View. **Day 2** builds on these foundations with a review of planning, advanced task and project scheduling, cost management and resource management, including viewing resource information, scheduling with resources, resolving conflicts and using a shared resource pool. Learners also explore tracking progress through baselines, actuals and variance, and producing reports.

Power BI - Introduction - 1 day



This course is for new users of Power BI and will offer a thorough understanding of how it works. The learner must have knowledge of Excel to an Advanced level.

Learners are introduced to Power BI and its screen layout before exploring how to create reports in Power BI Desktop using tables, metrics and cards. The course covers styles, formatting, conditional formatting and aggregation methods, alongside filtering and slicing data using slicers, visual and page filters, and drill-through filters. Learners also explore quick measures, trend analysis and a range of visualisations, including column, stacked, 100%, pie, doughnut, area and ribbon charts, scatterplots, bubble plots and maps. Further topics include creating and publishing interactive dashboards, accessing live data from the web and producing visualisations. The course also introduces the Query Editor, covering Add Column versus Transform, Applied Steps and number tools.

Power BI - Intermediate - 1 day



This course is for existing users of Power BI, who would like to move to the next level and start using DAX formulas.

Learners are introduced to DAX formulas and explore basic, logical, filter, date and time, information, relationship and time-intelligence functions, alongside other useful functions. The course also covers loading and transforming data, and creating visualisations using doughnut charts, line and clustered column charts, tree maps, funnel charts and gauges. Learners explore bookmarks, Key Influencers, clusters, groups and bins, and decomposition trees, as well as buttons and Q&A to enhance their Power BI reports.

Power BI - Advanced - 1 day



This course is designed to take your Power BI skills to the next level by diving deep into advanced data analysis and visualization techniques

Learners explore a range of DAX functions, including basic, logical, filter, date and time, information, relationship and time-intelligence functions, alongside other useful functions. They also learn how to create measures using variables.

Power Apps – 2 Days



Power Apps is a core part of the Office 365 suite and provides a platform for creating online forms, desktop and mobile apps that connect to your business data. This course is an introduction to PowerApps focusing on the creation and distribution of canvas Apps. For anyone who wishes to learn about PowerApps or needs to create customised business apps for their work.

Upon completion of this course delegates will understand the function of Power Apps and how it fits within the Power Platform. Learn how to create apps from scratch, from templates, using Copilot or from existing data, then save, publish and manage app versions. Explore screens, controls, property settings and navigation between screens, alongside variables and Named Formulas. Learn how to work with data sources, tables and galleries.

Power Automate – 2 Days



This course provides you with the knowledge to create and work with Power Automate. The course will emphasise hands-on experience, with a series of exercises integrated into the training. You will learn how to use Power Automate as a citizen developer to automate and manage business process workflows. The course will utilise Microsoft Excel, SharePoint, and an introduction to the Data verse datasets. No previous experience creating flows is necessary.

Delegates will learn about Power Automate architecture and how to use its interface, create approval flows, and work with variables, conditions, loops, functions and expressions. They will also explore using Excel and SharePoint as data sources, working with Power Apps, and applying design best practice.

Power Query Introduction – Half Day Taster



Power Query is a total game-changer when it comes to saving time and working smarter. Instead of manually repeating the same steps every week, you can automate the entire process, cleaning, transforming, and combining your data in just a few clicks. Once you've set it up, you simply refresh, and everything updates instantly

This Power Query 'Taster' Course introduces delegates on why Power Query can save so much time in cleaning and transforming data. It covers topics such as importing, cleaning, combining and refreshing data in just 3 hours. Delegates should be familiar with Excel before attending.

Power Query Introduction – Full Day



This introduction course to Power Query teaches learners how to import, clean, combine, and reshape data for analysis. It covers best practices for data import, core transformation techniques, and essential methods for merging, cleaning, and restructuring data to create reliable, analysis-ready datasets.

By the end of the course, learners will be able to import data efficiently using Power Query best practices, merge, append and join data from multiple sources, and clean and transform data using common preparation techniques. They will also be able to restructure data using the unpivot, group by and transpose features.

Power Query Advanced – Full Day



This advanced Power Query Course is designed for Excel users who already understand the fundamentals of Power Query and who want to move beyond basic data preparation and learn how to tackle real-world data challenges. Delegates will work with messy, inconsistent datasets and learn how to build robust, reusable solutions using both the Power Query interface and practical M code.

By the end of the course, learners will be able to create reliable, refreshable data preparation processes that can handle changing source files, inconsistent data structures, and complex business requirements.

Quote from a recent learner

"I remain eternally grateful for the incredible Power BI course I did with you. I have since been able to automate all of our daily/weekly/monthly reports which has saved so much time. An excellent course and very well delivered."

Bite Size Virtual Workshops – T&Cs

Bite Size Virtual Workshops are run by our team of Microsoft Office Trainers. All workshops are run virtually via Microsoft Teams for up to 8 delegates. For a 'Closed Course (for your organisation only), the content can be scoped out with you prior to delivery depending on delegates needs. If it is an Open Course (a mix of different companies) the course will follow the Course Outline provided at booking. Open Courses are run on the Bite Size Microsoft Tenant.

The following terms apply.

Terms of Payment

Payment must be made within 30 days of the invoice date.

Cancellation charges

Cancellations and date amendments will only be accepted if made in writing at least 14 days before the start of the course.

100% of course payable if cancellation is 14 days prior to the course

50% of course payable if cancellation is 15-30 days prior to the course

Workshop Delivery

From time to time, Bite Size may work with external trainers to provide the training. All trainers are vetted and suitably qualified to deliver the training.

It is the responsibility of the Client to ensure that the delegates meet the pre-requisites of the course requirements.

Personal Data

Any data stored with Bite Size will be held in accordance with GDPR and used by Bite Size for the sole purpose of delivering virtual training and e-learning.

Intellectual Property Rights

Course Materials, Online Courses and recordings made by our Trainers are, and remain, the intellectual property of Bite Size Limited, whether adapted, written for or customised for the Client or not.

All workshops are run virtually for up to 8 delegates. A sample of the course contents are shown in this document. Content will be scoped out prior to delivery depending on delegates needs.

Consent is obtained from all delegates prior to any recordings taking place and should one delegate object, the session will not be recorded. All recordings are valid for three months (90 days) and are non-shareable and non-downloadable.