

In-House and Bespoke Training

COST-EFFECTIVE SOLUTIONS TO YOUR TRAINING REQUIREMENTS

UNICOM Seminars Ltd delivers quality courses which can be held at your organisation's site or elsewhere in the UK or worldwide. We offer both accredited and standard training courses.

COURSES TAILORED TO YOUR NEEDS

All the public courses featured in this catalogue can be specially tailored to match your business objectives, incorporating case studies and examples from your company or business sector. We also deliver courses in many other areas of management skills, and can develop new courses to meet your specific business objectives. Please see our website for some of our most popular public courses- www.unicom.co.uk.



Please call UNICOM
on +44 1895 256 484,
to discuss how we can help provide
you with cost-effective solutions.



A QAI company INVESTOR IN PEOPLE

Benefits of In-House Training

TARGETED

Courses will be designed to meet your own organisation's needs and goals, based on our pre-course consultation and in-depth needs analysis approach. Staff acquire practical and professional skills, which can be applied immediately to their jobs.

CONVENIENT

You can choose a time to suit your workloads, even weekends or evenings if you prefer. We can provide training at short notice if necessary – for example to upgrade staff skills for a special project. The course can be held in your own office, or at a hotel or other venue which you or we can arrange on request to suit your budget and requirements.

COST - EFFECTIVE

Courses are held at a location convenient for you – eliminating accommodation and travel expenses, and saving your staff time.

FLEXIBLE

The courses can be made as flexible as you wish to suit your team's requirements and availability.

CONFIDENTIAL

In an in-house course, staff can discuss openly and confidentially issues specific to your own organisation.

Email: info@unicom.co.uk
Phone: +44 (0) 1895 256 484
Fax +44 (0) 1895 813 095

OUR TRAINERS

Our presenters are recognised leaders in their respective fields. They are practitioners with extensive experience and where required, are accredited by the relevant professional body. All of them demonstrate proven teaching ability which translates into courses of an unparalleled standard of training.

PERFORMANCE IMPROVEMENT

Our courses can produce major improvements in performance through raising morale, boosting productivity, speeding up the rate of change, or equipping your staff to deal with new challenges. Staff can reinforce one another in applying new knowledge - ensuring your organisation acquires the tools it needs to excel.

Our Accredited Training courses also carry the prestige of Professional Development Units from the PMI (Project Management Institute).

CORPORATE DISCOUNTS ON PUBLIC COURSES

We offer specially discounted rates to organisations sending several delegates on our public courses. Group discounts are available if you have 3 or more delegates wishing to attend the same course. Alternatively if you have a group of staff members requiring training, please call us on +44 1895 256 484, to discuss how we can help provide you with cost-effective solutions.

www.unicom.co.uk/inhouse

In-House and Bespoke Training

Our most popular in-house courses are listed below, but we can tailor any of our single-speaker public courses to your requirements

PROJECT AND PROGRAMME MANAGEMENT

www.unicom.co.uk/project-management

- Introduction to PRINCE2™ (Workshop)
- PRINCE2™ Foundation and Practitioner Certificates *Five-day Accredited course*
- Managing Successful Programmes (MSP™) Overview
- Managing Successful Programmes (MSP™) /Practitioner course: *Five-day Accredited (35 PMI PDUs)*
- ISEB Certificate in Programme and Project Support Office Essentials (PPSO) *Four day-day Accredited (28 PMI PDUs)*
- ISEB Advanced Certificate in Programme and Project Support Office (PPSO) *Five-day Accredited (35 PMI PDUs)*
- Fundamentals of Producing Effective Business Cases for your Projects
- Producing Effective Business Cases for Experienced Project and Programme Managers
- A Systems Approach to Managing Complex Projects
- Programme Management Fundamentals
- Maximising the Potential of your Project Team
- Leadership of Projects and Programmes
- Running Effective Project Reviews: Helping Sponsors, Project Managers and Senior Executives meet their Objectives.

BENEFIT REALISATION

www.unicom.co.uk/benefits

- Fundamentals of Benefits Realisation - powerful tools and techniques that realise required benefits from change programmes
- Putting Benefits Realisation into Practice – Maximising Returns from Investments in Transformational Change

BALANCED SCORECARD

www.unicom.co.uk/balancedscorecard

- Creating a Balanced Scorecard and a Performance Management Framework (Balanced Scorecard I)
- Using Balanced Scorecard and Performance Measures to Drive Organizational Success (Balanced Scorecard II)
- Making Balanced Scorecards and Performance Management Work (Balanced Scorecard III)

CHANGE MANAGEMENT

www.unicom.co.uk/change

- Supporting Transformational Change
- Tools and Techniques for Great Stakeholder Management
- Talent Management / Workforce Succession Planning

AGILE

www.unicom.co.uk/agile

- Agile Testing
- Agile Application Development: Executive Overview – Realising the Benefits
- Agile – Revolution or Evolution?
- Agile For Project Managers
- Agile For Developers

CMMI AND PROCESS IMPROVEMENT

www.unicom.co.uk/cmmi

- Introduction to CMMI® v1.2 – Staged and Continuous Representations *Three-day Accredited (21 PMI PDUs)*
- Overview of CMMI

SIX SIGMA

www.unicom.co.uk/sixsigma

- Lean Six Sigma
- Understanding Six Sigma : A Toolkit for Continual Improvement
- Six Sigma Green Belt
- Six Sigma Black Belt

SOFTWARE TESTING

www.unicom.co.uk/testing

- ISTQB/ISEB Foundation Certificate in Software Testing *Three-day Accredited (21 PMI PDUs)*
- Agile Testing
- People Skills for Testers

IT GOVERNANCE, COBIT® & ITIL®

www.unicom.co.uk/itgovernance

- COBIT® Foundation Course *Two-day Accredited (14 PMI PDUs)*
- IT Governance based on COBIT®
- IT Service Management (ITIL®) V3 Foundation Course *Three-day Accredited (21 PMI PDUs)*
- ITIL® V2 to V3 Foundation Bridging Course

In-House and Bespoke Training

Experience Counts

UNICOM has 25 years experience in offering a wide variety of public and in-house training in a wide variety of topics

We have arranged bespoke training for private and public sector organisations in the UK, Belgium, The Netherlands, Portugal, Greece, India, Malta, Sri Lanka and South Africa. Our presenters are recognised leaders in their respective fields. All of them demonstrate proven teaching ability which translates into courses of an unparalleled standard of training.

About UNICOM/QAI

UNICOM is a specialist provider of business to business communication products and services including seminars, workshops, conferences and accredited training (PRINCE2™, ISEB, APM, SEI and others) with specialisation in the areas of Programme and Project Management, Knowledge Management, Software Testing, Software Process Improvement, Business Information, Business Process Management (BPM). UNICOM also specialises in delivering quality in-house courses for organisations both in public & private sectors and specialist public courses for IT professionals and corporate executives.

UNICOM was established in the UK in 1984; it is now part of QAI, a leading Global Consulting and Training Company with headquarters in the USA and a substantial presence in India, Singapore, Malaysia and China. QAI facilitates operation excellence and competitiveness in organizations through training in CMMI; Project Management; Change Management; COBIT; Six Sigma and Lean; ISO 20000; Information Security; Knowledge Management. QAI has worked closely with government bodies, government funded agencies, research institutions; defence organisations; industry associations and World Bank-funded projects in over 30 countries.

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