

Microsoft Excel[®] for Heads of Department

Making data management easier

A one day hands-on course to give busy Heads of Department relevant key skills in data management.

This course will give delegates strategies and skills to:

- Construct and format useful spreadsheets.
- Monitor whole class performance.
- Monitor individual pupil performance.
- Monitor a single cohort over a number of years.
- Monitor successive cohort performance.
- Use formulas for useful and time-saving functions.
- Save time and energy.

The task-based nature of the course means delegates can select their own starting point based on their prior knowledge and skill level. Each delegate will receive a full colour guide to be able to refer to both during the course and afterwards when putting their skills into practice. A CD-ROM with all tasks and sample spreadsheets will be provided; these can be adapted to delegates' own needs.

Target audience: All Heads of Department in secondary schools and FE Colleges

Dates :

Outline Programme:	9.15	Registration. Tea and coffee will be available.
	9.45	Morning session. A brief introduction will consider the typical data demands made of Heads of Department, and some of the pros and cons of SIMS and Excel. The morning session is based around hands-on exercises of varying difficulty and complexity. Delegates can choose which exercises to complete. The exercises are designed to reflect the typical data management tasks which Heads of Department face.
	11.00	Break and refreshments.
	11.20	Continuation of morning session.
	12.30	Lunch
	13.20	Afternoon session. Delegates can continue with the tasks from the morning session, or work on items more pertinent to their own department's needs. A number of useful templates will be demonstrated and will be available to adapt and work on.
	14.30	Break and refreshments.
	14.45	Continuation of afternoon session.
	15.30	The limitations of ICT for data management. Plenary.
	16.00	Depart.

Course Leader: John Walker is a former Assistant Principal, Science College Manager and Head of Science at a large community college. Effective data management was one of the key factors John attributed his department's significant improvement to, and was important in allowing more time for the important strategic aspects of running the department. John has delivered training at LEA level and for the Association of Science Education, and has acted as a consultant to several schools with their successful bids to become Specialist Schools. He now works as an independent consultant and is currently involved in the training of Higher Level Teaching Assistants.

Cost: £199 + VAT To include lunch, all refreshments and course materials.

For booking details and how to pay please see overleaf



Booking Form

To book **online** please visit www.timestwotraining.co.uk

To book by **fax** please complete the order form and fax to 01226 202506

Otherwise complete and return the booking form to

TimesTwo, 3 Victoria Street, Barnsley, S70 2BJ. Retain a copy for your records.

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DATE & VENUE

Please tick your preference

PERSONAL DETAILS

Please print details **clearly** using block capitals:

Surname: _____ Forename: _____

Title: _____ Position in School: _____

Name of school/college: _____

Address: _____

Postcode: _____

Tel: _____ e-mail: _____

Emergency contact no.: _____

(Home or mobile - optional)

Special dietary needs: _____

Special access or mobility needs: _____

PAYMENT

Payment method - please tick

I enclose a cheque for £233.83 (£199+17.5% VAT)

*All cheques should be made payable to TimesTwo
Training & Consultancy Ltd*

Please invoice

Order reference (if you have one): _____

CONDITIONS

1. The full fee for this course is payable within 7 working days of receipt of an invoice from TimesTwo. Invoices will be issued prior to the course date.
2. If a delegate cancels the booking and written notice of cancellation reaches TimesTwo at least 1 calendar week before the date of the course, a full refund will be given. Any cancellation received after this date will receive no refund.
3. Bookings will be confirmed in writing, with details of the venue and directions for travel. If you have not received this within a week of the date of the course please contact us by telephoning 07976 855769.
4. This course may be subject to minimum numbers, in which case notice of cancellation will be given one week prior to the date of the course, and a refund given.
5. TimesTwo Training & Consultancy Ltd reserves the right to amend or cancel a course due to events beyond its control. Where a cancellation is made delegates will be informed and offered an alternative venue or a refund.