

## Why choose Bedford College?

- > We can provide advice and support to identify the training issues you want to address, designing a tailored programme to match your priorities.
- > We can train your staff at a time and location to suit you, be it at your workplace or college, with course content and style adapted to your industry.
- > All of our trainers are highly qualified and have relevant occupational experience, guaranteeing you a pertinent knowledge base.
- > Our courses are offered at highly competitive prices, and we have access to a wide range of workplace funding.

### Free organisational needs analysis

We can undertake a free organisational needs analysis (ONA) of your business to identify any gaps between the skills your business needs and those your employees have. We can then work with you to prioritise and develop effective training solutions that will improve business performance.

## How to contact us

For more information, please contact our sales team:

Bedford College  
Cauldwell Street  
Bedford  
MK42 9AH

Tel: 01234 291000  
Fax: 01234 291979  
Email: [employertraining@bedford.ac.uk](mailto:employertraining@bedford.ac.uk)  
Web: [www.bedford.ac.uk](http://www.bedford.ac.uk)

# NOT GETTING THE MOST FROM YOUR IT?

Get more from your system with  
IT solutions from Bedford College

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- Network Solutions
  - Website Design
  - Microsoft Office Applications



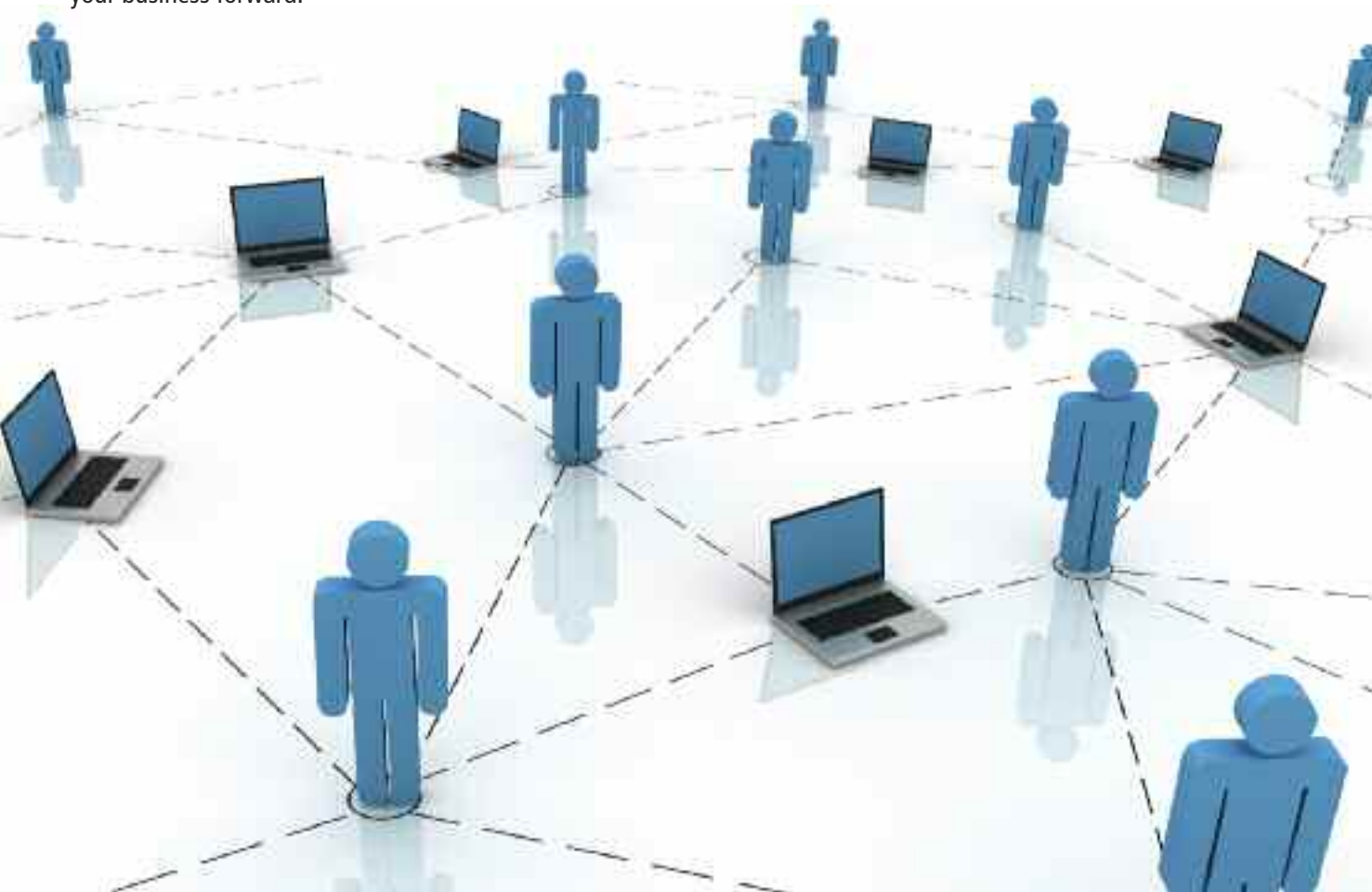
# IT Solutions from Bedford College

As Information Technology becomes an increasingly important business tool for organisations of all sizes, it is vital to ensure that your business gets the most out of its systems. IT can enhance the operation of your business in a number of ways and can add value to its day-to-day activities.

We can help you to optimise your business to help improve efficiency and enable business growth by providing expert advice, tips and techniques to drive your business forward.

We can provide advice and training in the following areas:

- Getting the most from your network:
  - > setting up, securing and troubleshooting network hardware
  - > installing, maintaining and administrating network software
- Developing and maintaining a standards-compliant, interactive website that will enhance your business
- Effective use of Microsoft Office Applications to improve the productivity and efficiency of your staff.



## Solutions in practise



With over 142,000 employees Lockheed Martin is truly a large multinational organisation. 650 of these employees work at Lockheed Martin UK, based in Ampthill, Bedfordshire.

One of the many challenges facing Dave Smith, head of programme control, was in receiving standardised reports from his 50 programme and project managers. Standardised reports were crucial to ensure that vital information could be transmitted easily to a demanding audience of executive managers.

Enter Pat Whittome from Bedford College. "Pat was brilliant - she spent hours with us understanding what we wanted to achieve from this programme and stayed with us, making adaptations along the way where they were needed."

"Her College team then ran a series of training sessions, timed to fit around work commitments, for programme and project managers."

"We now have programme and project managers who produce "at a glance" guides to progress a whole range of complex developments. This enables far more effective business and bottom line decision-making. The whole package has been brought together in an easy to follow "course notes" package which can be used as a learning or aide-mémoire document," said Mr Smith.