



Our Newcastle Training Centre

INVEST IN YOUR PEOPLE

Boost Morale and Job Satisfaction
Increase Productivity
Build Loyalty and Motivation
Improve Staff Retention

Contact us today for a
free Training Needs Analysis:
0191 300 7100

pitman-training.com/newcastle

PITMAN

T R A I N I N G

Building careers for over 180 years.

Short Courses

With over 250 courses available, there is something to suit everyone's needs. Our most popular courses for businesses are:

Microsoft

- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Sharepoint
- Microsoft 365

Business & Management

- Successful Meetings & Minutes
- Touch Typing
- Speedwriting
- Time Management

- HR Essentials
- Project Management Fundamentals

Accounts & Finance

- Understanding Business Accounts
- QuickBooks Online
- Sage 50 Accounts
- Payroll - Manual & Computerised

Marketing

- Marketing Essentials
- Instagram for Business
- LinkedIn for Business
- Adobe

We also offer a range of Awards and Diplomas made up of 3 or more courses, these can be tailored to suit your specific requirements.

What do our clients say:



Gemma Baxter
NHS

Successful Minutes and Meetings

We were able to use the training to upskill staff to ensure high standards are met when attending meetings to take minutes.

We wanted everyone to be trained to the same level and to feel confident in what they were doing. Pitman offer both in person and virtual training, it enables staff

to do the training virtually over two mornings, without the need for travel and they can fit this in during working hours. The courses provided exactly what we needed. The staff all really enjoyed the course and feel they have learnt a lot from it. We would definitely recommend Pitman for training requirements.



Pitman Training is renowned for their Online and Classroom style courses, with a wide range to choose from you can't go wrong. The booking process is easy, and the trainers are first class. We've used multiple Pitman experiences, online and In-Person. Our favourite so far is the in-person training. The outcome is always positive. Staff members are more motivated and confident, the quality of work has improved and skills are enhanced



Ellie Higgs
Mostrim Groundworks

Excel, Time Management, HR Essentials, Sage 50 Accounts