



TRAINING & CERTIFICATION

SURESKILLS™

Flexible & Accessible

At Your Offices

Attend Virtually

Tailored Training

Locally Staffed Offices

AI & Copilot Courses

Training Course Listings July - December 2025



Unlock the Power of AI

AI is transforming the way we work—and we're here to help you stay ahead. We're integrating Microsoft Copilot into our Microsoft training courses to help your teams work smarter, faster, and more securely.

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
ARTIFICIAL INTELLIGENCE							
SSA4027 Introduction to Microsoft 365 Copilot	0.5	30			1		3
AI001 AI Essentials and Effective Prompting	0.5	21		8		3	
SSAI-900T00 Microsoft Azure AI Fundamentals	1		29		17		22
AI102 Designing and Implementing an Azure AI Solution	5		18		20		15
AI3002 Develop AI information extraction solutions on Azure (Applied Skills Workshop)	1	28		15		10	
AI3003 Build a natural processing solution with Azure AI Services (Applied Skills Workshop)	1	29		16		11	

Here's How We're Supporting Your AI Journey

AI in Every App Course

We're embedding Copilot training into all our Microsoft Office courses—Word, Excel, PowerPoint, Outlook, and Teams—so your teams can see real-world benefits right away.

Realistic Demo Environments

We're building secure, simulated business environments so learners can explore AI capabilities—without needing access to sensitive company data. While delivering hands-on training in Copilot's free version and demo full features, we ensure all access levels benefit.

Enterprise-Ready Training

Whether you're just starting with AI or ready to scale, with our expert-led training we'll help you make the most of Artificial Intelligence.

Want to learn more or book a session?

Let's shape the future of work—so you can reap the benefits and manage the risks.



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<u>MICROSOFT EXCEL</u>							
SSA5037 Excel Introduction	1	22	19	23	21	18	16
SSA5038 Excel Intermediate	1	23	20	24	22	19	17
SSA5039 Excel Advanced	1	24	21	25	23	20	18
SSA204 Excel VBA	2	7		8		10	
SSA5020 Excel PowerPivot	1		11		6		3
SSA5023 Excel Dashboards	1		12		7		4
SSA5025 Excel Data Analysis	2		13		8		4
SSA5033 Excel Functions & Formulas Workshop	0.5	8		9		11	
SSA5034 Excel Tables & Charts Workshop	0.5	8		9		11	
SSA5035 Excel PivotTables, PivotCharts & Slicers Workshop	0.5	9		10		12	
SSA5036 Excel Macros Workshop	0.5	16	13	10	15	12	10
SSA5040 Excel Essentials	0.5	3	7	4	2	6	4
<u>MICROSOFT WORD</u>							
SSA40021 Word Introduction	1	1	12	2	7	4	2
SSA40022 Word Intermediate	1	2	13	3	8	5	3
SSA40023 Word Advanced	1	3	14	4	9	6	4
<u>MICROSOFT POWERPOINT</u>							
SSA8008 PowerPoint Introduction	1		12		14		16
SSA8009 PowerPoint Advanced	0.5	24		25		27	
<u>MICROSOFT OUTLOOK</u>							
SSA6006 Outlook Introduction	1	8			7		9
SSA6007 Outlook Advanced	1	9			8		10
<u>MICROSOFT PROJECT</u>							
SSAP1008 Project Introduction	1	1			6		
SSAP1003 Project Advanced	1	2			7		
<u>MICROSOFT VISIO</u>							
SSAV1001 Visio Introduction	1	15		16		11	
SSV1002 Visio Advanced	0.5	16		10			10
<u>MICROSOFT SHAREPOINT</u>							
SSO920 Microsoft SharePoint for End Users	1	16	13	17	15	12	17
SSO921 Microsoft SharePoint for Site Owners	1	21	25	22	20	24	15

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<u>MICROSOFT TEAMS</u>							
SSA109 Microsoft Teams	1	7	4	8	6	3	8
SSA14020 Managing Projects with Microsoft Teams	1	7		15		10	
SSA4021 Microsoft Teams - Communication	0.3		18		20		15
SSA4022 Microsoft Teams - Collaboration	0.3		12		14		16
SSA4023 Microsoft Teams - Meetings and Events	0.3		13		15		17
SSA4018 Empowering Employees with Microsoft Viva	0.2		21			20	
<u>MICROSOFT 365</u>							
SSA4014 Microsoft 365 for End Users	1		13		8		10
<u>MICROSOFT POWER BI</u>							
SSAP1001 Power Bi Reports and Dashboards	1	23	20	17	22	19	17
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	24	21	18	23	20	18
<u>MICROSOFT ACCESS</u>							
SSAA1001 Access Essentials	2	15			14		
SSAA1003 Access Advanced	1	17			16		



Office 365

"Ryan was a confident and well informed expert in the area of Excel, I particularly liked his delivery and responded well to the pace at which he set the course. It was well laid out, with appropriate breaks and an engaging delivery for the duration. It was evident that a high level of preparation went into this course.

The material was so useful to try the tools we were learning simultaneous to the course; each example was well considered and relevant to the topic in hand. I particularly liked all the shortcuts/tricks that Ryan had. My absolute favourite was the information on Slicers.

I have passed my appreciation onto my own organisation for allowing me to complete this training and also provided feedback that I rated the course/delivery highly."

- Claire Nolan, Education, Policy and Standards Department Staff Officer, Nursing and Midwifery Board of Ireland

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
MICROSOFT AZURE							
SSAI-900T00 Microsoft Azure AI Fundamentals	1		29		17		22
SSAZ-104T00 Microsoft Azure Administrator	4	1		16		3	
SSAZ-204T00 Developing Solutions for Microsoft Azure	5		18			10	
SSAZ-500T00 Microsoft Azure Security Technologies	4	14		22		24	
SSAZ-900T00 Microsoft Azure Fundamentals	1	22	19	23	21	18	16
SSDP-100T01 Designing and Implementing a Data Science Solution on Azure	4		26			24	
AI102 Designing and Implementing an Azure AI Solution	5		18		20		15
SSDP-900T00 Microsoft Azure Data Fundamentals	1	22	19	23	21	18	16
SSAZ400T00 Designing and Implementing Microsoft DevOps Solutions	4		26				
AZ-304T00 Microsoft Azure Architect Design	4			Call for dates			
AZ-305T00 Designing and Implementing Microsoft Infrastructure Solutions	4	1		15		17	
DP-300T00 Administering Microsoft Azure SQL Solutions	4			22			15
MICROSOFT 365							
SSMS-203T00 Microsoft 365 Messaging	5			Call for dates			
SSMS-500T00 Microsoft 365 Security Administration	4			Call for dates			
SSMS-900T01 Microsoft 365 Fundamentals	1			19		21	
SSMS-700T00 Managing Microsoft Teams	4		26			3	
MS-102T00 Microsoft 365 Administrator Essentials	5		4		13		8
MICROSOFT POWER PLATFORM							
SSMPL-900 Microsoft Power Platform Fundamentals	1			1		10	
SSPL-300T00 Microsoft Power BI Data Analyst	3		18		13		
SSPL-400T00 Microsoft Power Platform Developer	5			Call for dates			
SSAP1001 Power BI Reports and Dashboards	1	23	20	17	22	19	17
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	24	21	18	23	20	18
MICROSOFT SECURITY							
SC-900T00 Microsoft Security, Compliance, and Identity Fundamentals	1			Call for dates			
SC-200T00 Microsoft Security Operations Analyst	4			Call for dates			
SC-300T00 Microsoft Identity and Access Administrator	4			Call for dates			
MSC-400T00 Administering Information Protection and Compliance in Microsoft	4			Call for dates			

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<u>MICROSOFT SQL SERVER</u>							
SSO500 SQL Fundamentals	1	21		15		10	
SSO501 Advanced SQL Querying	1	22		16		11	
DP-080T00 Transact - SQL Querying	2			Call for dates			
<u>MICROSOFT COPILOT</u>							
MS-4007 Microsoft 365 Copilot User Enablement Specialist	1			Call for dates			
MS-4017 Manage and extend Microsoft 365 Copilot	2			Call for dates			
SSA4027 Introduction to Microsoft 365 Copilot	0.5	30			1		3
<u>MICROSOFT WINDOWS DESKTOP & SERVER</u>							
SSAZ-800T00 Administering Windows Server Hybrid Core Infrastructure	4			1			8
MD-102 Microsoft 365 Endpoint Administrator	5	7		22		3	
<u>MICROSOFT SHAREPOINT</u>							
SSO920 Microsoft SharePoint for End Users	1	16	13	17	15	12	17
SSO921 Microsoft SharePoint for Site Owners	1	21	25	22	20	24	15
SSM55238 SharePoint Online for Administrators	3			Call for dates			

CommVault Training



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSC010 Commvault Professional Foundations	3			Call for dates			
SSC011 Commvault Professional Advanced	2			Call for dates			
SSC012 Commvault Engineer	3			Call for dates			

Business Analysis

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSI031 Business Analysis Practice	3		12	30	6		
SSI036 Requirements Engineering	3	30	18	24	13	17	
SSI037 Modelling Business Processes	3	23	26	22	27	12	
SSI039 Foundation Certificate in Business Analysis	3	16	6	3	28		
SSI043 Systems Development Essentials	3			Call for dates			

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSZ999 PRINCE2® Agile Practitioner	3		25			17	
SSZP1001 PRINCE2® Project Management Foundation	3	21	18	22	15	10	8
SSZP1002 PRINCE2® Project Management Practitioner	2	24	21	25	16	13	11

ITIL®4



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSI027 ITIL®4 Foundation	3	21	18	22	13	10	8
SSI029 ITIL®4 Strategist Direct, Plan and Improve (DPI)	3	17	4		20		17
SSI044 ITIL®4 Specialist Create, Deliver and Support (CDS)	3		27		1		3
SSI045 ITIL®4 Specialist Drive Stakeholder Value (DSV)	3	1		1		12	
SSI046 ITIL®4 Specialist High-Velocity IT (HVI)	3	22		8		19	
SSI054 ITIL®4 Specialist Acquiring & Managing Cloud Services (AMCS)	3	2		2			
SSI059 ITIL®4 Specialist Sustainability In Digital & IT (SDIT)	3			24			
SSI061 ITIL®4 Specialist Business Relationship Management (BRM)	3			Call for dates			
SSI068 ITIL®4 Specialist Monitor, Support & Fulfil	3	9		15		10	
SSI070 ITIL® Specialist: Plan, Implement & Control (PIC)	3	9			6		2
SSI081 ITIL® Practical Application of Service level & Supplier Management	2	21			20		
SSI082 ITIL® Practical Application of Problem Management	2	10				17	
SSI083 ITIL® Practical Application of Change Enablement	2	28				13	

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Why SureSkills for PRINCE2 7th Edition and ITIL4

Our PRINCE2 7th Edition and ITIL4 training courses include everything you need, not only to pass the exams, but to excel using the PRINCE2 7th Edition methodology and ITIL4 framework We include:

- ✓ The official PRINCE2 7th Edition/ITIL4 eBook.
- ✓ Practice exam sample papers & training materials.
- ✓ PeopleCert exam voucher for you to take the PRINCE2 7th Edition/ITIL4 exam when it suits you.
- ✓ Take2 – one free resit if you are unsuccessful in your first attempt.

Our aim is to give you the best PRINCE2 7th Edition/ITIL4 training offered anywhere. Our trainers are practitioners and their understanding of the real world of Project Management and IT Service Management is demonstrated in the context and practical nature of our training deliveries. We are focused on helping you and your company with the management of your projects and ultimately delivery of results.

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSAWS01 AWS Technical Essentials	1	21		22		17	
SSAWS02 Architecting on AWS	3	7	11	15	13	10	15
SSAWS03 Cloud Operations on AWS	3	22		23		25	
SSAWS04 Advanced Architecting on AWS	3		19		21		16
SSAWS05 Developing on AWS	3	22	19	23	21	25	16
SSAWS07 DevOps Engineering on AWS	3			16			16
SSAWS10 Data Warehousing on AWS	3				14		
SSAWS11 Migrating to AWS	2					20	
SSAWS13 Security Engineering on AWS	3					12	
SSAWS14 Planning and Designing Databases on AWS	3				14		
SSAWS21 AWS Cloud Practitioner Essentials	1		11		13		15
SSAWS25 AWS Jam - Security Engineering				Call for dates			
SSAWS26 Developing Generative AI Applications on AWS	2		12		21		9

AWS Discovery Days: Learn Cloud Fundamentals from AWS Experts

AWS Discovery Days, hosted by SureSkills, an official AWS Training Partner, provide an introduction to cloud concepts that include security, machine learning, migrations, and modern data strategy. AWS Training Partners offer the only AWS-authored training to help your organisation develop the AWS knowledge and skills you need to achieve your business goals. In these introductory events, expert AWS Instructors will help your team learn what's possible in the cloud, and how to achieve it with AWS.

To see our AWS full course listing and much more, scan the QR code or go to:
www.sureskills.com/AWS



"What a stunning instructor I had! Calvin Riskowitz, learning from an expert, flawless facilitator, passionate about developing peoples skills made this a unique learning experience."

"I'm grateful to AWS Training & Certification and SureSkills for delivering global events including online activities!"

Agile, Scrum, Kanban & DevOps

AGILE



SCRUM

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSBS073 Professional Scrum Master (PSM) Exam Preparation	2		11		13		8
SSBS078 TOGAF® 9 Foundation and Certified	4		11				
SSBS105 Agile Training for Project Managers - Foundation	3		11		6		
SSBS106 Agile Training for Project Managers - Practitioner	2		13		8		
SSI032A Six Sigma Yellow Belt	2			4			
SSI058 Lean Six Sigma Green Belt	5	21		8		17	

Cyber Security Training

CYBER

SECURITY

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SC100 Certified Information Security Manager (CISM) Workshop	4		18		13		8
SC101 Certified Information Systems Security Professional (CISSP) Programme	5			8		24	
SC102 Certified Ethical Hacking (CEH) with Exam	5				6		1
SC103 Certified Information Systems Auditor Manager (CISA) Workshop	4			15		17	
SC104 Certified Hacking Forensics Investigator (CHFI) with Exam	5			Call for dates			
SC105 Certificate in Information Security Management Principles (CISMP)	3		5	9		4	
SC106 EC Council Official SOC Analyst (CSA)	3				28		
SC107 Certified in Risk & Information Security Control (CRISC)	4			22		10	
SC108 Certified in the Governance of Enterprise IT (CGEIT)	4			Call for dates			
SC109 EC Council Official Certified Network Defender (CND)	5			Call for dates			
SC110 Certificate of Cloud Security Knowledge (CCSK)	3		27			10	
SC111 EC Council Official Certified Incident Handler (ECIH)	3			15		17	

ISTQB

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSI050 ISTQB Foundation in Software Testing	3	21			30		

CompTIA

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSCO001 CompTIA Security+	5	14	11	15	20		1
SSCO002 CompTIA Network+	5			1	6		1

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSV0162 VMware vSphere: Install, Configure, Manage	5	7		15		3	

Project Management

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSA834 Managing Successful Programmes Foundation	3	7		8			
SSA833 Managing Successful Programmes Practitioner	2	10		11			
SSBS070 Project Management Essentials	2		18		20		15

Canva Training



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSAC001 Canva for Business Beginners	0.5			10		5	
SSAC002 Advanced Canva	0.5			16		13	

Adobe



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSO011 Adobe InDesign Introduction	1		11			10	
SSO012 Adobe InDesign Advanced	1		12			11	
SSO013 Adobe Acrobat	1			Call for dates			
SSO017 Adobe Illustrator	2			Call for dates			
SSO015 Adobe Photoshop Introduction	2			Call for dates			
SSO023 Adobe Photoshop Advanced	1			Call for dates			

Digital & Social Media Marketing



vCourse Title	Days	July	Aug	Sept	Oct	Nov	Dec
DM1000 Introduction to Digital Marketing	1			Call for dates			
DM1001 Social Media Essentials	1			Call for dates			
DM1002 Google Analytics & SEO	1			Call for dates			
DM1003 LinkedIn	0.5			Call for dates			

Professional Development Courses

Scan the QR code to see our full Personal and Professional Development Programmes brochure, including full course outlines.



Making organisational and personal training engaging, practical, relevant and enjoyable.

Our Personal Development & Business Skills training has consistently helped individuals and organisations improve organisational performance. Our courses enable people to develop their management, decision making and commercial acumen techniques that work in the real world, not just the training room. Our pragmatic approach creates immediate and sustainable benefits for organisations in both the public and private sectors.

Why Personal Development & Business Skills training

- ✓ Provides you with skills you can leverage across a wide range of tasks.
- ✓ Promotes strong career progression.
- ✓ Gives you more confidence to achieve business goals.
- ✓ Ensures a positive impact across an entire team.

Personal Development

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSBS166 Getting to Grips with Time Management	1	13		14		9	
SSBS167 Presentation Skills	2	14		15		10	
SSBS168 Public Speaking with Impact	1	19		21		16	
SSBS170 Achieving Assertiveness	1	20		22		17	

Business & Finance

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSBS044 Finance for Non Financial Managers	2			15		10	

"SureSkills have supported Expleo with the development and delivery of multiple large scale training programmes, in addition to meeting our adhoc learning needs across a range of technical and business topics. From concept to pilot stage, to deployment and feedback I have valued their knowledge and experience in co-developing learning programmes. The SureSkill trainers consistently receive excellent feedback from our employees. I look forward to continuing to partner with them"

– Claire O'Boyle, Ireland Learning & Development Manager, Expleo



Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
SSBS013 Interview Skills	1			1			3
SSBS145 Building High Performance Teams	1			1			
SSBS146 Building trust and collaboration at work	1			Call for dates			
SSBS147 Coaching & Facilitation Skills	2				27		
SSBS148 Communication Skills for Business Success	1					11	
SSBS150 Critical Conversations	1				6		
SSBS151 Emotional Intelligence for Strong Leaders	1				13		
SSBS152 Excellence in Customer Service	1		12				
SSBS153 Giving & Receiving Feedback	1			Call for dates			
SSBS154 Inclusive Leadership	1				7		
SSBS155 Influencing & Negotiation Skills	1	16					
SSBS156 Managing Difficult Conversations	1			Call for dates			
SSBS157 Managing Effective Meetings	1			8			
SSBS158 Managing Self	1			Call for dates			
SSBS159 Managing Stress & Maintaining Good Mental Health at Work	1				8		
SSBS160 Mentoring Skills	1		11				
SSBS161 Performance Management and Appraisal Skills	1						1
SSBS162 Problem Solving and Decision Making	1	17				19	
SSBS163 The Skills of Management	3		25				15
SSBS164 The Power of Authentic Gratitude	1			Call for dates			
SSBS165 Workplace Wellbeing	1			Call for dates			
SSBS169 Train the Trainer	2			3			
SSBS172 Managing Conflict at Work	1			Call for dates			
SSBS173 Managing Change & Innovation	1			Call for dates			
SSBS174 Unconscious Bias - How to Mitigate its Impact at Work	1			25			
SSBS175 Developing and Implementing Strategy	1				15		
SSBS177 Leading an Engaging and Performing Work Culture	2						3

SureSkills Virtual Instructor Led Training (VILT)

What is VILT?



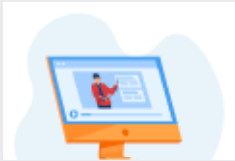
VILT, which stands for virtual instructor-led training, is virtually hosted via a webinar instead of a physical classroom delivery. SureSkills hosts these sessions via Cisco WebEx, Zoom or Microsoft Teams platforms but can also work with clients using other platforms.

Do I need special equipment to participate?



All that is required is a laptop or desktop with good audio. Although not essential, SureSkills recommend using a headset with a microphone where possible. This will enhance your learning experience and will enable you to hear, interact and engage with the trainer and colleagues on your training programme with ease.

What is needed to join a vilt session?



- Good quality stable internet connection
- Desktop or laptop with a webcam
- Headset normally required - dependent on your speaker & microphone setup
- SureSkills will provide a link to allow you to test beforehand

Is there support available?



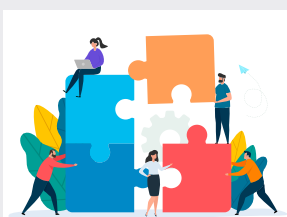
Yes, we support you every step of the way. Should you have any issues, our IT support team can take your call to guide you through the setup. Your joining instructions (sent via e-mail prior to your course) have all the access links as well as the support details (phone & e-mail). You can also call your SureSkills training account manager - who will be happy to help. Remember, with SureSkills you get to speak with us locally & directly - no call waiting, no overseas call centres.

How are course materials provided?



Depending on the course booked, courseware will be provided online or hard copy materials will be posted to the address provided at the time of booking the course.

What are the benefits of VILT?



Virtual training allows for obvious cost savings. Travel time and expenses can be dramatically reduced. VILT can deliver organizational benefits that go beyond budgeting, such as an ability to act as a connection point among geographically dispersed colleagues. When VILT sessions are effective, workers become more familiar and comfortable, which can help to build frameworks for them to work together virtually in situations outside of training, allowing for its adoption and use in more way.

SureSkills On-Site and Tailored Training

What is On-Site Training?



In simple terms, on-site training is training that takes place at your business location and involves using a company's own equipment. The course is often delivered by an external training supplier such as SureSkills and may be tailored to meet your employee's learning requirements.

What are the advantages of On-Site Training?



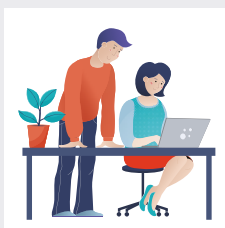
There are plenty of benefits that come with offering on-site training to your employees. One of the easy ones for most training managers is that you can layout the room and any related material or company resource the way that you want it to appear. Another advantage of on-site training is that there is no additional travel involved for the employees. They attend at their normal place of work.

What do you need for On-Site Training Session?



Every training session should have an agreed checklist with the trainer or the training company so that you can review prior to and after each session. Having a check list is also a great way to take away any additional learning from what could be done better and what was done well - so that feedback is accurate and clear.

What is Tailored Training?



Tailored Training addresses an organisation's specific business challenges and can be personalized based on the desired skills, schedules, and learning needs of employees.

Bespoke, Custom, Tailored to a perfect fit - that's what our Tailored Training means. We create programmes that suit your organisation's needs and ensure your training goals are met - meaning fully customised to your company and to each person that will attend our courses.

What is the benefit of Tailored Training?



Tailored or customising training allows you to tailor your training with your team's needs in mind by giving engaging, real-world scenarios to address specific problems that your business might face. Some problems are company-specific so it is important that your training is tailored accordingly. You can even tailor your scenario solutions to align to your organisations policies and procedures. It also enables you to include your own branding, design, and tone of voice to make the training experience uniquely yours.

Customising your training can also be aligned to your Companies' values and that their knowledge is refreshed to create synergy, consistency, and up-to-standard performance across the organisation.

Your Training & Certification Team



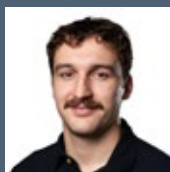
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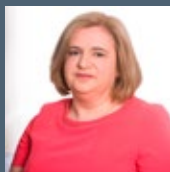
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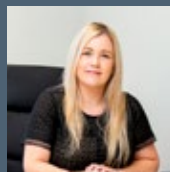
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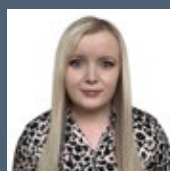
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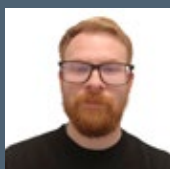
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TRAINING & CERTIFICATION
SURESKILLS™

Satisfied Customers



SureSkills empowers
organisations to advance
their world, their people
and their goals through
the power of technology
and learning.



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