



SfP World Service Scheduled Training Dates 2010 (Hitchin)

1. Working with SfP World Service

Tuesday 26th January 2010
Wednesday 17th February 2010
Wednesday 17th March 2010
Wednesday 21st April 2010
Wednesday 19th May 2010
Wednesday 23rd June 2010

Wednesday 21st July 2010
Wednesday 18th August 2010
Wednesday 22nd September 2010
Wednesday 20th October 2010
Wednesday 17th November 2010
Wednesday 15th December 2010

2. Report Writing with SfP World Service

Thursday 21st January 2010
Thursday 18th February 2010
Thursday 18th March 2010
Thursday 22nd April 2010
Thursday 20th May 2010
Thursday 24th June 2010

Thursday 22nd July 2010
Thursday 19th August 2010
Thursday 23rd September 2010
Thursday 21st October 2010
Thursday 18th November 2010
Thursday 16th December 2010

3. System Management and Administration

This is a training course that teaches you how to Administer SfP World Service ensuring security and getting the most from your system; this is a one to two days course depending on your requirements.

Thursday 25th February 2010
Thursday 27th May 2010
Thursday 29th July 2010
Thursday 30th September 2010
Thursday 25th November 2010

Before a person is able to attend this course they should have attended [Working with SfP World Service](#) & [Report Writing with SfP World Service](#) and have gained some experience in using SfP World Service

Various dates throughout the year are available for the following courses:

- [Advanced Reporting with SfP World Service](#)
- [Managing Recruitment within SfP World Service \(Half Day if previously been on Working with World Service\)](#)
- [Developing & Configuring SfP World Service](#)
- [SfP World Service Appreciation and Overview](#)
- [Managing Absence in SfP World Service \(Half Day\)](#)
- [Managing Payroll in SfP World Service \(Half Day\)](#)
- [Managing Work Force Development](#)

[Payroll Courses](#)

- [Managing Payroll within World Service](#)

If you wish to book onto a course please complete and forward a booking request form to us, or contact Peter Ward or Doreta Sedvartaitė on 01462 441844 or at Training@hrsyste.ms.net

For scheduled dates of all our other courses and details on personalised courses, please contact us for further information.

If you would like to discuss any of our courses or training we have available please contact us.