

# Training & Mentoring with Len Cooper

Len is a senior consultant for School Business Services and a natural trainer.

Len has managed the ICT network for many large secondary schools and has real life practical knowledge of the subjects he teaches. Len has over 30 years' experience in the IT industry and many of them have been spent training and mentoring staff and customers on new and existing products.

Len doubles up as the internal trainer for SBS and has trained our staff over many years on ICT subjects, such as Microsoft products, interactive whiteboards & emerging technologies.

## Flexible approach

Training sessions can be used to address specific requirements of documents that require analysis. This is part of our unique, flexible offering to schools.

Len has designed and delivered training courses for Microsoft Office products, web design, classroom management software, SMARTBoard/Promethean interactive whiteboard software, and general ICT usage and presentation skills.

## Microsoft Office 2010/2013

	Basic	Intermediate	Advanced
Word 2010/2013	1 day	1 day	1 day
Excel 2010/2013	1 day	1 day	1 day
PowerPoint 2010/2013	1 day	1 day	1 day

## Microsoft Office 365

	All levels
Introducing Office 365 including: Cloud computing, Office Apps, SharePoint & OneDrive	Half day

## Lesson Delivery Tools

	All levels
Using SMARTBoard interactive whiteboard & SMART Notebook software	Half day
Using Clevertouch interactive screen & Lynx/Wordwall software	Half day
Using CTOUCH interactive screen & CtoolsPlus software	Half day

## Course feedback

Phoenix School Inset Session

*"Vibrant presentation."*

*"Clear communications and interesting approach."*

St Saviour's SMARTBoard Basics

*"Very interesting - amazed at what SMARTBoard can do."*

Brookside, FrontPage

*"Len's friendly approach helped us to understand the content."*

Christ Church, Getting the Most Out of ICT

*"Clear and concise - went back to basics."*

*"Good explanation and it was adapted to our needs."*

*"Clear, understandable and well-paced."*



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