



MEMO

To: Jon Witts, LLC Manager

9th December 2005

From: Tracey Metcalfe, Training Manager

IT TRAINING

I have now received the Development Reviews for Support Staff. One of the themes emerging is the requirement for IT Training.

Can you please arrange to deliver the following courses:

Effective use of E-Mail	- short one hour course
Internet & Intranet	- short one hour course
Excel	- 3 x 1 hour sessions to cover spreadsheets and databases

I expect that you will have between 6 and 10 delegates at each session. I would like the training to take place by the end of February if possible.

Perhaps we can meet to discuss in more detail regarding specific aims and objectives of the courses, suitable dates and the availability of the training room.

Thanks