

Universal Solutions 4 Business Ltd specialises in providing **Computer** and **Business Skills training, consultancy** and **support** on issues important to you and your organisation **delivered to your menu, not ours**; offering Great Results, with No Jargon!

In particular, we specialise in **Microsoft Office (Access, Excel, Outlook, PowerPoint and Word) training & support** whether it is a standard Foundation, Intermediate or Advanced course that you require or one **tailored specifically** to your needs to resolve a key productivity or task-based issue. In addition, we are also able to **design & build** your database, spreadsheet, presentation or document for you where time is at a premium and you need additional resources to help.

In addition, being **Sage & ACT!** partners, we are able to provide task specific **training** and **support** to ensure that you and your team make best use of this accounting & Customer Relationship Management software; we are also able to supply you with the software, itself, ensuring that you purchase the correct version to **meet your business needs**.

Having the right software and using it effectively, however, is only half of the battle; it is also vitally important to invest in and develop your most valuable asset - the people making up the team that runs your business. This is why we have developed a number of key **management & soft skills training** modules to help further improve and hone their skills leading to greater efficiency.

We do not run off-the-shelf courses. Each project is developed individually with our client to ensure we are addressing the right training needs and in a style appropriate to that business's culture and their market sector.

We encourage clients to maximise the impact of any delivered training with work based activities, pre-course work, one-to-one coaching after the event, and so on.

We also encourage them to make training a **Strategic Goal**, seeing it as a **business investment**, rather than a cost developing a **training strategy** and using it as a **driving force for skill development**.

In summary...

The **Computer Skills Training** that we deliver includes:

- Access
- Excel
- Outlook
- PowerPoint
- Word
- Sage
- ACT

Our **Business Skills training** includes:

- Facilitation
- Feedback
- Meeting
- Motivation
- Presentation Skills
- Team Building & Development.

In addition, we can **design** your Databases, Documents, Presentations & Spreadsheets for you to use.

Just think; if we can save you just 3 minutes in every hour, that's a day per month saved! How many other investments have such a quick payback?

So, why not act now and pick up the phone to discuss your requirements with one of our consultants on 0161 367 8999?

Universal Solutions 4 Business Limited

268 Victoria Street - Newton - Hyde - Cheshire - SK14 4DT

Telephone: 0161 367 8999 - Mobile: 07887 562 563

Email: info@us4b.co.uk - Web: www.us4b.co.uk

Directors: Colin Foster (Managing), Elaine Foster (Company Secretary)

Registered in England: Number 3883235 VAT Registration Number: 748 4077 07

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welcome to business



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