

Design, Graphics & Publishing Training

– increase your employees' skills, and your company's output



Are your design and marketing staff working as efficiently as they could?

Are they using the very latest version of Adobe Creative Suite to ensure the company capitalises on function and speed?

Have you made redundancies, and is it time to start investing in the staff you've kept?

Boost Multimedia have over 14 year's experience in professional design training and we are experts in instructing across the major design sector software packages: **InDesign, Quark, Photoshop, Illustrator, Dreamweaver and Flash**. We also provide **design workshops**, to increase design and marketing awareness, and **business start-up classes**, for those leaving your company and taking their first big step in business. Whether you invest in the staff you have, or provide support for those leaving you, Boost have the perfect qualifications and background experience for the task in hand.

- Corporate training that is **LIVELY, ENGAGING AND FUN**
- **ON- OR OFF-SITE TRAINING**
- Larger groups at **LOWER PRICES**
- **PRE-TRAINING ASSESSMENT** and analysis
- **POST-TRAINING SUPPORT**
- Highly tailored, role- or task-based courses mean less time away from the office covering unnecessary topics, and **REDUCED TRAINING COSTS**
- **SOFTWARE SOURCING** at a competitive price
- We know the business inside out and dispense **PRACTICAL ADVICE** on **BEST PROCEDURES AND STREAMLINED WORKFLOWS**.
- Training delivered on **PCS OR APPLE MACS**
- **FREE MANUAL PER EMPLOYEE**, including exercises on CD
- **COMPLETION CERTIFICATES**
- **SUBSIDY acquisition advice**
- **FLEXIBLE DATES** and **VENUES**

IMPROVE STAFF EFFICIENCY & INVEST IN THEIR ABILITIES

We instruct in professional software, with **business efficiency** at the forefront of our minds. Our training is designed and directed to **streamline workflow and enhance productivity**, with the aim of **saving your business time and money**.

We recognise that people learn in lots of different ways, so we incorporate various teaching styles and modules into our courses. Most importantly, our courses are fun and engage the students so they learn well. **They won't waste your money and fall asleep in our classes.**

After a course, employees are given **full post-training support for 90 days** in any tasks they are struggling with, provided the subject matter relates to what they have learned on their training. This may entail a telephone dialogue, or detailed screen grabs and instructions, sent via PDF/email.

LIFE AFTER WORK: REDUNDANCY PACKAGES

We understand the precarious position of the HR manager, tasked with delivering bad news to employees. This dialogue is not easy. We believe firmly in a pro-active stance that reminds the employee that redundancy can open the door to new and exciting career moves. It is these new opportunities with which we can help ...

Many people faced with redundancy take the opportunity to start a business of their own and/or acquire new skills to increase their chances in the job market. We will work with you to offer them a **pre-paid solution**: to fully enable them to launch a new business venture via a solid foundation course in business planning, marketing, and design and software training.

This strategy proves very effective in helping your employee feel that they are not just a number to you but that you have taken on board their needs and practical concerns to empower them in controlling their professional prospects. They will appreciate that you are not simply leaving them 'high and dry'. >>

REDUNDANCY PACKAGE: BENEFITS

- Employees trained IN GROUPS, OR INDIVIDUALLY
- We can train ANYWHERE*
- LIGHTEN THE BLOW OF REDUNDANCY
- Receive TRAINING SUBSIDIES
- REDUCED COSTS OF REDUNDANCY due to subsidies
- FEWER RECRIMINATIONS from staff who are 'let go'
- CONTRIBUTE TO YOUR EXITING STAFF'S QUALITY OF LIFE and facilitate their future hopes and dreams

"Boost have provided the National Trust Magazine team with Quark Xpress training for Apple Mac and I have found them to be completely professional, and expert in their tuition."

Sue Herdman, National Trust

"I employed Boost for Mac staff training on several occasions when I was at BBC Worldwide. The instructor was excellent: knowledgeable, calm, clear, articulate and well-prepared. She was also very responsive to our individual needs, which made a bespoke, in-house session much more valuable than any other training I have undertaken. I can thoroughly recommend them."

Rosamund Kidman-Cox, BBC Worldwide

LIFE AFTER WORK: REDUNDANCY PACKAGES (CONTINUED)

From the company's point of view, including training as part of your package allows for a reduction in costs because of training subsidies from the government.

How does the Boost Training Redundancy Pack work?

Our package can be delivered as a full suite of services, or in a modular way, so the employee in question can choose which skills s/he requires and costs can be offset against the financial package you offer.

Module 1:

BUSINESS PLANNING

Our Chamber of Commerce expert will guide your employees in composing a *feasible business plan* that is realistic and comprehensive.

Module 2:

MARKETING STRATEGY

Our Design & Marketing guru will provide invaluable, topical advice on *all aspects of marketing a new business*, including online and offline marketing, and social media and viral marketing.

Module 3:

CREATIVE WORKSHOP

Your employees will also have the chance to attend a *practical design workshop* that encompasses all a typical business needs, *from company branding to website building and user interface*. The workshop also includes a section about writing *persuasive and engaging sales copy*.

Module 4:

SOFTWARE TRAINING

Our trainers are specialist instructors in professional design and web software, used by professional creatives to create their own branding and websites, to market their businesses effectively. Not only will we *train your staff*, we will *source any software required*, at a competitive price, depending on the package.

How much does it cost?

Government support for training is at a premium currently.

INDIVIDUALS who have been made redundant and require further training to empower them in the job market, can have up to £300 refunded from the value of a relevant course.

COMPANIES that provide training packages to their workforce as part of their redundancy package receive various forms of financial grants from the government, meaning the actual cost to the company can reduce significantly.

Typically, the government will subsidise the following:

[The exact funding totals vary from region to region. Please call us to discuss this as amounts may be changing as a consequence of the new budget]

There has never been a better time to train your staff, whether they stay or leave. So give Boost a call and invest in their time and energy, as well as your company's levels of output. Tel: 0117 924 6264.

Please call us now to discuss how we can help you invest in your staff and improve your company's efficiency in design and marketing, or call us to discuss our various redundancy packages.

Tel: 0117 924 6264.

TRAINING COURSES WE PROVIDE FOR YOUR STAFF (PC & MAC)

CONTENT	LEVEL			DURATION / FORMATS AVAILABLE
	B	I	A	
Adobe Acrobat	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Photoshop	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe InDesign	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Illustrator	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Dreamweaver	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Flash	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Quark Xpress	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
FileMaker Pro	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Photoshop for Image Editors	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Photoshop for Web	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Photoshop for Print	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe InDesign for Print	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe InDesign for Web	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe InDesign for Editors	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Quark Xpress for Print	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Quark Xpress for Web	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Quark Xpress for Editors	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
CSS for beginners	•			1-day Crash, 2-days Standard, Mixed with Other Modules
HTML for Editors	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Dreamweaver,with CSS Emphasis	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Adobe Illustrator for Illustrators	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Apple OS X System & Navigation	•	•	•	1-day Crash, 2-days Standard, Mixed with Other Modules
Apple OS X System & Pre-installed Software	•	•	•	3-days Standard, 5-day Blitz, Mixed with Other Modules
Upgrade Training	•	•	•	1/2 day demo, or 1-day Interactive
Creating a Simple Website (Using basic html or Microsoft Word)	•			1-day Crash, 2-days Standard, , Mixed with Other Modules
Tailored course	•	•	•	1-day Minimum, No Maximum
New Business Workshop	•	•	•	2-days Crash, 5-day Blitz, Mixed with Other Modules
Everything Web – for New Business	•	•		1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules
Design & Marketing Workshop	•	•	•	1-day Crash, 2-days Standard, 5-day Blitz, Mixed with Other Modules

COURSE INFORMATION

Our **Blitz Courses** are designed to take your staff from little to no knowledge to expert level, urgently.

Save money with us, by *mixing* modules or booking a *tailored course*, so **your staff only get the bits they need.**

Courses allow up to 10 students. Students are encouraged to bring 'live' material.

Pay in advance and save 5% on the course fee.

Call now: 0117 924 6264.

TRAINING COURSE PRICES

DURATION	COST PER STUDENT, ACCORDING TO NO. OF STUDENTS									
	1	2	3	4	5	6	7	8	9	10
1 DAY	297	277	257	237	217	197	177	157	137	117
2 DAYS	574	534	494	454	414	374	334	294	254	214
3 DAYS	851	811	771	731	691	651	611	571	531	491
4 DAYS	1128	1088	1048	1008	968	928	888	848	808	768
5 DAYS	1385	1345	1305	1265	1225	1185	1145	1105	1065	1025
LONGER	----- Please call -----									
Please call us for advice on tailored courses, Tel: 0117 924 6264										

FURTHER INFORMATION

Boost training courses are unique in their flexibility, value and effectiveness.

VENUE

We will train on- or off-site. Our Bristol training room is situated in the main part of town, in Clifton. There is no student parking, so students will have to arrange alternative transport.

TIMES

Course registration is at 9:45 am, with instruction starting at 10:00 am. A 1-hour lunch break is from 1:00 pm til 2:00pm. The course finishes anywhere between 4:30 pm and 5:00 pm, depending on how quickly the course has been digested by the students and on the number of questions asked at the end of the session. A short 10-15 minute break occurs both morning and afternoon.

VAT

We are currently just under the VAT threshold, which makes our course prices highly competitive. We are likely to become VAT registered next year, and there will also be a rise in VAT rates, because of the new government.

DATES

We invite you to send us four preferable dates, based on the urgency of your requirements. We will email you within 24 hours, with confirmation of your date.

FACILITIES

Our training office is clean and tidy if basic. It sits 10 students. We invite students to bring their own **laptops** and live material, but we can equally provide PCs or Apple Mac laptops to suit their needs, at no extra charge. Each student receives a **free A5 course manual**, including tasks and exercises on a CD, and we provide paper and pens.

Extra manuals are charged at a nominal fee of £17 per student. They are very clear and useful for practical reference.

As we are situated in Clifton, students are spoiled for choice on where to spend their lunchbreak. **Sandwiches are provided for lunch** if training takes place at our own premises.

2GB Flash drives can be purchased on the day, on which to transport any work done during the course.

CERTIFICATES

Completion certificates are sent out to the company office after the course.

There has never been a better time to train your staff, whether they stay or leave.

Call Boost now: 0117 924 6264, or email us for more information.

TRAINING ROOM:
Top Floor
155 Whiteladies Road
Clifton
Bristol
BS8 2RF