



# *IT Turning Point*

## Brochure



### **What's inside?**



- I.T. Consultancy
- I.T. Systems Maintenance and Cover
- Project Consultancy and Training
- Other Training
- SharePoint
- Hardware Reseller and Supplier
- Coming Soon

## Welcome to our Brochure: - helping you use technology into the future

IT Turning Point has relaunched as a different company. We are more technology focussed and can help and advise on your systems and I.T. usage, now and into the future.

Our course offerings have been developed over years of dealing with clients who had very specific needs and concerns and we came to their rescue.

Whether it's just advice on your I.T. usage, what you should maybe consider and what might benefit you as an organisation.

We work with various people within organisations, from hardware suppliers to I.T. consultants to get you the best information and help possible.

This brochure shows you what we are now offering and lets you know we are here for you.

At our first meeting, we like to get to know what you do, how you operate, then hopefully be able to look at what you could do better and what new tech maybe out there or coming along that could benefit your business short term and long term.

We have been working with a range of new Associates who want to affiliate with us.

So, watch this space for more information and don't forget to follow us on Twitter, Facebook, LinkedIn, Google+ and now you can follow our Techie blog site as well.

### **Our Vision, Your Future**

Scan me! Go on, you know you want to.



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## IT Tech Point



**Check out our technical blog. We look at all things tech , plus much more.  
We have guest bloggers and useful info. Click the link and subscribe to keep up to date.**

<http://ittechpoint.itturningpoint.com>

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## I.T. Consultancy



**I.T. Consultancy** always seems to be a non-descriptive term.

### ***What does it mean?***

It means that you have started your business with a passion for what you do and it may or probably doesn't include I.T. so you grab I.T. as it comes along. Laptops, printers, routers and Broadband, masses of USB drives and files scattered to the 4 winds. My passion is to see small business's use tech and the latest tech to carry out business better and smarter than ever before. I would be the consultant to look at where you are, what you do. Then look around at what you could be using, and how you could be doing it smarter. Then taking into consideration costs, the current state of the organisation and your future potential. **This means you don't have to be an I.T. consultant as well as all your other jobs.**

### **What are the benefits for you?**

- You don't have to allocate the time to go and find out what is out there now and what is coming out soon. You don't have to get one company in that might just, "tut" and sell you what you don't need.
- Releasing you from the burden of keeping up and knowing that you have the best kit for what you are doing just now, and what you will need in the future.

If you fancy a chat about any of this get in touch, and we can at least have a coffee and bounce ideas around. Coffee is always a good starting point.

### **Our Goal**

Our Goal is an easy one. We want you to have the burden of I.T. taken away and to let us take that, it is what we do. In fact, we want to help you, use technology, into the future and make your work, (not necessarily easier), but certainly more productively.

We would like you to tell others of how we have changed what you do, and that your productivity has now improved, so that the news spreads and we get further business, and everyone get better results in their workplace.

# Consultancy List

## I.T. Needs Survey Packages

### Bronze Package

A basic Look at your I.T. needs to create a short report about where it is and things to consider. (**No further action is taken.**) This can take anything from half a day to longer depending where you are just now with your I.T. usage.

Download your pdf info sheet. **Needs survey package Bronze** from our website.



### Silver Package

This includes the Bronze plus we look at stating where improvements can be made in your current usage and if asked, we can get some tenders to carry out the improvements. (**This can take a few visits and offsite work that creates the tenders and research into what you could be using.**)



Download your pdf info sheet. **Needs survey package Silver** from our website.

### Gold Package

This includes all Bronze and Silver content but I then look into the future and see what is coming up in the world of tech and where you might be then, how you could work smarter at that point and tap into all the latest and emerging tech. (**This is the most comprehensive package and will require a number of visits and offsite work. with a possible meeting with third-party suppliers to make sure you are tapping into the latest tech and allowing for future growth.**)



Download your pdf info sheet. **Needs survey package Gold** from our website.

## I.T. Consultancy Cont'd

### Project Manage Install

Further to carrying out our Needs Surveys Packages, we can also Project Manage the whole process after the tech is all agreed. This means again the burden is taken away from you. We have experienced Project Managers who have been involved with some major I.T. Projects as well as smaller ones. Who know what they are talking about.

We would liaise between yourself and the supplier and fitting companies, leaving you hands free to do your business and minimising any disruption.

### Website Issues and Assistance

Never underestimate the power of a good website and the black magic that is S.E.O. (Search Engine Optimisation)

Yes, I used an acronym: - Search Engine Optimisation. Think of it as having a shop window in a street and people keep walking by without looking in and fewer people still come into the shop and look around.

You can have a website and it can be more of a hindrance than a benefit to your business.

I can again through contacts and skilled practitioners get a survey done on your website' and then get any agreed work carried out, getting you the best available website and helping you get found by modern day search engine algorithms. (The program the search engines use to trawl the internet to find you and others based on client searches.)

### Social Media Help and Assistance

The world of Social Media, whether you love it or hate it, is with us. I have some experience in this area and have contacts that spend all their time helping business benefit from the ever-changing world of Social Media.

It is here and around, so don't be fooled by the fact that you are getting away with staying off it. The current generation and the one that follows are using Social Media like the way past generations used to use phone directories and websites. In some cases, if you don't have a Facebook page for your business a whole generation will pass you by.

**I can help, again get in touch and let's talk. There is always a solution available.**



## I.T. Systems Maintenance and Cover.....

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### I have a computer and I need a mechanic

Once you have the correct I.T. in place sometimes the issues are keeping it up to date and curing any problems that may arise. Email stops working, the printer has decided to not work. Laptops won't log in. The network is just not behaving.

This isn't your business so why do you think you can handle all this as well as running your business?

Again we can help, through associates and contacts with skills and qualifications in their field, we can get the correct cover for you and your systems. Once agreed a retainer can be paid to make sure you are covered at all times. Even if remote help is needed.

Leaving you to carry on with your business and not worry about things you shouldn't be focussed on.

### Computer Technology Reseller

I am also connected to supply companies that can offer a large range of IT technology. Here are some of the areas I can get information and hardware on.

- Desktops/ Laptops
- Servers (in House or in the cloud)
- Network systems/ WiFi
- Routers and Switches
- Comms

### Our Goal

Our goal is to take the strain out of I.T. not only supply and install but the everyday usage that is the back bone of most business, large or small.

Get in touch you have so much to gain and very little to loose....

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## Client Support Packages

**We offer a range of packages to meet the widest company setups.**

Choose from any of the options below: - Then get in touch and we will come and chat it over with you and sign you up. You can fill in our contact form if you want us to contact you with regard to any of these packages. If you have a larger network get in touch we can talk about a bespoke package.

I.T. Support Package	Costs	Response Times
<b>Monthly Remote Support</b> Unlimited remote support Monitoring client's systems health so we can diagnose issues before you notice them Any site visits are charged at £55/hour	£18/system/month	maximum of 4 hours
<b>Monthly Full Support</b> Unlimited onsite and remote support Monitoring client's systems health so we can diagnose issues before you notice them No extra I.T. Support Costs	£30/system/month	maximum of 4 hours
<b>Ad Hoc Support</b> All site visits cost £55/hour	No Monthly Fees	We try to respond to clients issue's as fast as possible, but maintenance clients have to come first.

# Turning Points in Project Management



## From basic to advanced

Welcome to the Project Management section. Project management crosses all fields of business and is a definite need no matter where you are in an organisation. If projects are managed better then work and productivity is better. All adding to the bottom line.

We are developing courses and making new associations every day, so if the course you want isn't here get in touch and we may offer it or know someone who can.

This section is looking at all things Project Management Related. We offer a range of training days and are now offering MPPA and Setup and Maintenance options for physical projects you may be running or even just considering. Ask us in for advice and training where needed.

## Tailored to suit your needs

Here at IT Turning Point we deliver a range of courses and assistance that we are proud of. These courses have been developed over years by listening to our customers and creating the solution that met their needs. However, we are always looking at new ways of improving what we offer.

## Our Goal

As always is to take the burden off you and to make what you and your staff do better and easier, leading to more productivity. Happier and more motivated staff.

## Course list

### Project Management Training

Introduction to Project Management (Course)	2 days
Introduction to Project Management seminar	1/2 day
Microsoft Project Essentials Project	1 day
Turning Points in Microsoft Project	2 days
Microsoft Project Tasks Workshop	1/2 day
Microsoft Project Resources Workshop	1/2 day

### Microsoft Project Plan Assistance (MPPA)

We have found that some clients would like additional support at their premises to enable them to build an effective project plan. Particularly a plan that is needed in a hurry. With this in mind let us ask you the following questions: -

- Do you need a Project plan built professionally?
- Do you need an existing programme looked at to see why it won't work correctly?
- Are you struggling to get MS Project to do what you want?
- Has a client asked for the project as a project plan and you don't know where to start?

If you answered **yes** to any of these questions then we are here to help.

### Project Management Packages

Talk to us about our Project Management Package rates. We offer comprehensive training packages across the range from Introduction through effective use of MS Project and MS Office Suite to enable professional documentation and communication at all levels.

## Other Training

### Other training Available

We can source and offer training in various business areas with I.T. being the main area.

Microsoft Office packages, from machine based to Office 365, (See also our SharePoint Page)

- Excel
- Word
- Outlook
- PowerPoint



Project (See Project Management Page)

Other areas (please just contact me and let us do the legwork)

**We are also looking to launch a training portal so you can access some courses in your own time. So watch this space.....**



## Coming Soon

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### So tell us what is coming soon?

So many things as tech is always developing and we try and keep on top of it.

Here are some tasters that are under our development banner: -

- You have heard of TED talks, we are looking into launching TECH talks. People who are at the top of their fields talking tech and how it is changing the face of business and industry
- Drop in sessions for tech talk and info, if you just want to ask a question and don't want to spend the whole day
- Our training portal that you can tailor and choose the course that you want to do and download and work your way through it.
- And your ideas, we are always listening and looking to add to our portfolio of offerings.

So feel free to get in touch. Pop over to our website and have a look around, then fill in the contact form and we will get in touch.

**Helping you use technology into the future.....**



## SharePoint Training.....

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### From basic to advanced

We have a selection of SharePoint courses from Administrator level down to end user. Courses range from a 5-day course to a one day course. Here is a table of what will be on offer, if any are of interest get in touch and we can arrange a chat and a course to suit your needs.

**If this interests you or you have a simple enquiry, then please Contact us by clicking here..... Contact Us using the contact form on our website.**

### Our Goal

As always is to take the burden off you and to make what you and your staff do better and easier, leading to more productivity. Happier and more motivated staff.

## Course list



Course Title	Duration	Max number of Delegates
SharePoint 2013 End User Course	1 Day	Max 12 Delegates
SharePoint 2013 End User Master Class Course	3 Days	Max 12 Delegates
SharePoint 2013 Site Owner Course	3 Days	Max 10 Delegates
SharePoint 2013 Site Collection Administrator Course	5 Days	Max 10 Delegates
Office 365 Power User Training Course	2 Days	Max 10 Delegates
Office 365 and SharePoint Online Administrator Course	2 Days	Max 10 Delegates
Microsoft Power Apps Course	2 Day	Max 10 Delegates
Microsoft Flow Course Outline	2 Day	Max 10 Delegates



Our Vision, Your Future

## *IT Turning Point*

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