WALTERS people

WALTERS PEOPLE ACADEMY

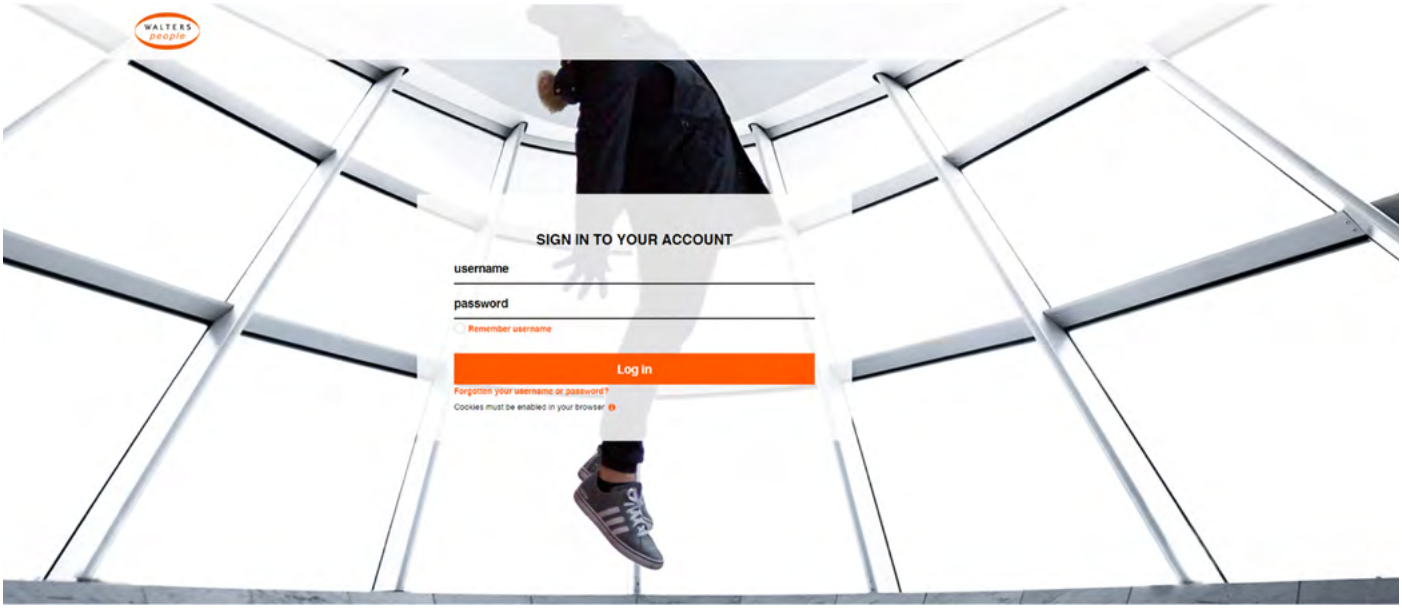
INTRODUCTION

Walters People Academy is an e-learning platform that offers training and full educational programs. Your personal development is important to us, as it is our purpose to help you reach your full potential. You can choose from a wide variety of courses; from a very technical finance or IT related course to developing your language skills. A full overview of available courses is listed in this brochure.

As a professional working through Walters People, you have free access to all courses. You automatically receive your login details for the platform when you start your first assignment through us.

How you can benefit from the Walters People Academy:

- You can improve your current skills and develop new ones
- When you complete a course you receive a certificate from the training institute that offers the course
- All courses are free of charge and available 24/7



‘I completed an Excel course through the Academy and was impressed by the support I got from the Walters People consultants. During the course, they kept checking up on me to see how things were going and whether I needed help, which for me was a well needed push in the back. Because let’s be honest, it can be difficult to cram any extra work into our already full schedules. I am super happy that they kept me motivated. It enabled me to finish the course quickly and learn something that I can apply to my daily work.’

Annet Goes-Rijkers
Microsoft course Excel Advanced

‘The Academy helps you to become better at your job, it gives you the chance to grow into a new role and makes you a more interesting candidate for employers. This is not a chance you get every day so I took it with both hands. My experience with the academy and the Walters People consultants was very pleasant. Communication was always clear and I received quick answers to my questions. All I can say to other candidates is: go for it, you won’t regret it!’

Rosanna Stijnen-Bakker
WFT Basis

TRAINING PROGRAMMES

FINANCE
COURSES IN DUTCH (2 TO 7 MONTHS)
Basiskennis boekhouden (BKB®)
Basiskennis calculatie (BKC®)
Basiskennis loonadministratie (BKL®)
MBA-programma Financieel management
Computerboekhouden met Exact online
Debiteurenbeheer
SAP Financial and Accounting
COURSES IN DUTCH (8 TO 14 MONTHS)
Praktijkdiploma loonadministratie (PDL®)
Praktijkdiploma boekhouden (PDB®)
Moderne Bedrijfsadministratie (MBA)
Financieel Assistant
Medische Administratie
Basisopleiding Financiële beroepen
BACHELOR COURSE IN DUTCH (2 TO 4 MONTHS)
HBO-programma Algemene economie (SPD)
HBO-programma Financieel management
HBO-programma Internationale economische betrekkingen
HBO-programma Jaarrekening
HBO-programma Orientatie Bedrijfseconomie
TRAINING MODULES IN DUTCH (1-2 HOURS)
E-learning Business Coaching
E-learning De Winnende Offerte
E-learning Customer Intimacy
E-learning Strategische Advisering
E-learning Provocatief Coachen
E-learning Blauwdruk voor substantiele groei adviesomzet deel 1
E-learning Blauwdruk voor substantiele groei adviesomzet deel 2
E-learning Leiderschap & Managementvaardigheden
E-learning Kernbegrippen Procesdenken
E-learning Risicomanagement
E-learning Interne beheersing

IT
COURSES IN DUTCH (3 TO 9 MONTHS)
HBO-programma Acceptatietesten en Testmanagement
HBO-programma Applicatiemanagement
HBO-programma Business IT en Management
HBO-programma Informatiemanagement
HBO-programma Netwerktechniek en -beheer
HBO-programma Ontwerpen en programmeren
HBO-programma Werkplekbeheer en Kantoorautomatisering
HBO-programma Bedrijfskundig Informatiemanagement
HBO-programma Projectmanagement
MBA-programma Informatiemanagement
Illustrator
InDesign
Office
Photoshop
Apps maken
Google AdWords
COURSES IN DUTCH AND ENGLISH (2 MONTHS)
PowerPoint
Word
Excel
COURSES IN ENGLISH (3 TO 9 MONTHS)
Windows 10
Windows Server 2012
Windows Server 2016
Microsoft CRM
Microsoft Lync Server
Microsoft 365
Microsoft SQL Server 2012 / 2014
Microsoft SQL Server Database Administration
VBA Excel
Linux - CompTIA LX0-101 & LX0-102: CompTIA Linux+
Oracle

IT
Agile Scrum
AWS
Azure
HTML5
C-C++
Java
PHP
Prince2
Python
XML
HTML5 and CSS3
Tableau
Qlikview

TRAINING PROGRAMMES

LANGUAGES
COURSES IN DUTCH (3 TO 12 MONTHS)
Duits voor beginners
Engels voor beginners
Engels voor gevorderden
HBO-programma Professional English
Frans voor beginners
Italiaans voor beginners
Spaans voor beginners
Nederlands als tweede taal (NT2) (medium)
Nederlands foutloos schrijven en spreken (gevorderd)
Nederlands voor anderstaligen (basic)
Schriftelijke Communicatie Nederlands (SCN)
Zakelijk schrijven
Zakelijke communicatie Duits
Zakelijke communicatie Engels
Zakelijke communicatie Frans
COURSES IN ENGLISH (6 MONTHS)
German for Internationals
Spanish for Internationals
Dutch for Internationals
French for Internationals

HR
COURSES IN DUTCH (1 TO 9 MONTHS)
HBO-programma Arbeidsrecht voor HR-professionals
HBO-programma HR-accounting
HBO-programma Human Resource Management
HBO-programma Arbeidsrecht
MBA-programma Human Resource Management
Personeelsmanagement
Basisopleiding Medewerker Human Resource Management

LEGAL
COURSES IN DUTCH (3 TO 12 MONTHS)
Basisopleiding Juridisch-administratief dienstverlener
Juridisch adviseur
Juridisch secretaresse
Juridische vaardigheden

SECRETARIAL
COURSES IN DUTCH (3 TO 10 MONTHS)
Basisopleiding Medewerker administratie/secretariaat en receptie
basisopleiding Office- en Management Support
Praktijkdiploma Directiesecretaresse
HBO-programma Inleiding Officemanagement

SUPPLY CHAIN
COURSES IN DUTCH (3 TO 6 MONTHS)
Basisopleiding Logistiek teamleider
HBO-programma Inkoop- en contractmanagement
TRAINING MODULE IN DUTCH (4 HOURS)
Basis Medewerker Luchtvracht
COURSE IN ENGLISH (1 MONTH)
SAP Logistic and Supply Chain

WFT
COURSES IN DUTCH (6 MONTHS)
WFT Basis
WFT Consumptief Krediet
WFT Hypothecair Krediet
WFT Schadeverzekeringen Particulier
WFT Schadeverzekeringen Zakelijk
WFT Vermogen

SKILLS
COURSES IN DUTCH AND ENGLISH (30 MINUTES)
Improving communication by adapting to others
Emotional intelligence fundamentals
Understand how you deal with stress
Handling stress
Assertiveness : know your profile
Assertiveness : toolkit
Self-esteem: how it works
The four keys to developing self-esteem
Maintaining your self-esteem
Staying healthy
Considering how you spend your time
Focusing on your priorities
The 12 guidelines of effective time management
Improving your memory
Speed reading
Dealing with time-consuming tasks
Managing your time strategically
Focusing on your key priorities
Improving performance through time perception
Increasing your productivity in a fast-paced world
Customer relationship: the stakes
Customer relationship: building trust
Customer relationship: practising active listening
Customer relationship: reaching agreement
Developing loyalty through customer relationships
The keys to customer relationships that last
The Team manager's role in customer relationships that last
Devising a plan for improvements aimed at generating Customer enthusiasm
Customer complaints and customer relationships that last

SKILLS
Developing internal cooperation to enhance customer loyalty
The keys to communicating by telephone
Providing sales support by telephone
Writing quickly and effectively
Writing minutes

OTHER
COURSES IN DUTCH (3 TO 6 MONTHS)
HBO-programma Effectief communiceren
Stressmanagement
TRAINING MODULE IN DUTCH (3 HOURS)
BHV Basiscursus
TRAINING MODULE IN ENGLISH (3 HOURS)
Company First-Aid course

REGISTRATION PROCESS

Once you start working through Walters People you automatically receive your login details for the platform. To sign up for a course, follow these steps:

1. Go to the Walters People Academy platform:
http://bit.ly/academywp

2. Log in with your username and password

3. Select the course and follow the steps to register for the course

4. You will receive a confirmation email from us with more information regarding the course material

If you have not received your login details, or you do not receive the course registration confirmation from us, please send an email to academy@walterspeople.nl

OUR PARTNERS

CONTACT

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EMPOWERING YOUR WORKING LIFE

WALTERS people