

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

IT Service Management and Service Desk Excellence

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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https://smarthorizon.uk



Course content

Why attend

Reliable IT services and a responsive service desk are essential for business productivity. This course covers IT service management practices including service catalogue, incident, problem, change and request management, service levels, knowledge management, automation and continual improvement, with a focus on practical service desk excellence.

Users judge IT by the quality of its services. This course helps IT teams deliver consistent, efficient and user-focused services.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course uses process workshops, service desk simulations, KPI exercises and case studies. It aligns with widely used good practice but is not a certification course.

Course objectives

By the end of this course, participants will be able to:
- Explain IT service management concepts and value
- Manage incidents, requests and problems effectively
- Control changes to reduce service disruption
- Define service catalogues and service levels
- Improve service desk performance and user experience
- Use automation, knowledge management and metrics

Target audience

This course is suitable for:
- IT service desk managers and analysts
- IT operations managers
- Service delivery managers
- IT team leaders
- Process owners



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Target competencies

Participants will develop competencies in:

- Incident management
- Problem management
- Change control
- Service level management
- Service desk operations
- Continual improvement

Course outline

Day 1: ITSM Fundamentals

09:00–09:54	Service management concepts
09:54–10:48	Value and outcomes
10:48–11:00	Practices overview
11:00–11:30	**Coffee break**
11:30–12:12	Practices overview (continued)
12:12–13:06	Service mindset
13:06–14:00	Exercise: Service review

Day 2: Incident and Request Management

09:00–09:54	Incident life cycle
09:54–10:48	Prioritisation
10:48–11:00	Request fulfilment
11:00–11:30	**Coffee break**
11:30–12:12	Request fulfilment (continued)
12:12–13:06	Self-service
13:06–14:00	Simulation: Service desk scenarios



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Day 3: Problem and Change Management

09:00–09:54	Root cause analysis
09:54–10:48	Known errors
10:48–11:00	Change types and approval
11:00–11:30	**Coffee break**
11:30–12:12	Change types and approval (continued)
12:12–13:06	Change risk
13:06–14:00	Workshop: Change assessment

Day 4: Service Levels and Catalogue

09:00–09:54	Service catalogue design
09:54–10:48	SLAs and OLAs
10:48–11:00	Monitoring and reporting
11:00–11:30	**Coffee break**
11:30–12:12	Monitoring and reporting (continued)
12:12–13:06	Customer satisfaction
13:06–14:00	Exercise: Writing SLAs

Day 5: Service Desk Excellence

09:00–09:54	Knowledge management
09:54–10:48	Automation and AI
10:48–11:00	Metrics and dashboards
11:00–11:30	**Coffee break**
11:30–12:12	Metrics and dashboards (continued)
12:12–13:06	Continual improvement
13:06–14:00	Capstone: Service improvement plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Barcelona Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,840.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Vienna Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,940.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Rome Confirmed dates	24 May 2027	28 May 2027	**£2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Rome Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,450.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Cape Town Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,890.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,540.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,820.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**£3,150.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Cape Town Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,890.–**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online