



***Making a positive
difference to the world
we live in through
education and training***

We provide the training at our purpose built training centre, or at your office so just enquire at the time of booking.

Below is a list of the type of training provided, but if you don't see something you need, give us a call and our team can design a bespoke course to fit your requirements.

COURSE	DURATION	NOTES minimum numbers
Accredited IT Qualifications		
ECDL Level 2 Full (with log book and exams)	20 Days/	1
Word, Excel, Access, PowerPoint, Outlook	Varied	
Non Accredited IT Qualifications		
Word	Varied	1
Excel	Varied	1
Access	Varied	1
PowerPoint	Varied	1
Electronic Communication	Varied	1
Microsoft Project	Varied	1
Outlook express	Varied	1
Accountancy		
Sage 50 Accounts	Varied	1
Sage instant accounts	Varied	1
Bookkeeping stage 1	Varied	1
Bookkeeping stage 2	Varied	1
Business Courses		
Team development program	2 Days	8
Time Management	1 Day	8
Developing team and individuals	1 Day	8
Developing your management style	1 Day	8
Basic Marketing	1 Day	8
Appraisal Training	1 Day	8
Customer Service concepts	1 Day	8
Emergency First Aid Courses		
Health & Safety Emergency First Aid at Work	3 Days	10
2 day Refresher First Aid at Work	2 Days	10
Appointed Person's Emergency First Aid at Work	1 Day	10
Basic Emergency First Aid at Work	1 Day	10
Defibrillator Training	1 Day	10
Paediatric First Aid	1 Day	10

Food Safety Courses		
Food Safety Level 1	1 Day	10
Food Safety Level 2	1 Day	10
Health & Safety Courses		
Health & Safety in the Workplace - Awareness	1/2 Day	10
Health & Safety in the Workplace - Level 1	1/2 Day	10
Health & Safety in the Workplace - Level 2	1 Day	10
Manual Handling Courses		
Principles of Manual Handling	1/2 Day	10
COSHH (control of substances hazardous to health)		
COSHH Awareness Course	1/2 Day	10
COSHH - Level 2	1 Day	10
Risk assessment courses		
Principles of Risk Assessment - Awareness	1/2 Day	10
Principles of Risk Assessment - Level 2	1 Day	10
Conflict Management/Personal Safety Courses		
Conflict Resolution & Personal Safety - Level 2	1 Day	10
Communication & Conflict Management Skills	1 Day	10
Personal Safety in the Workplace for Lone Workers	1 Day	10
Security Courses		
Event Support - Level2	4 Days	8