

Courses List

Construction Courses:

- Safety Harness Training
- Scaffold Inspection Training
- System Scaffold Training – (Quick Stage)
- Toolbox Talks

Health and Safety Courses:

- Completing Risk Assessments
- Preparation of Policies and Procedures
- Manual Handling
- IOSH Managing Safely
- IOSH Working Safely

IT Courses:

- Microsoft Access for Beginners
- Microsoft Excel for Beginners
- Microsoft Excel Intermediate
- Microsoft PowerPoint
- Microsoft Word for Beginners
- Microsoft Word Advanced

Learning & Development Course:

- Introduction to Trainer Skills

Management Courses:

- Introduction To Management
- How To Delegate
- Making Decisions
- Making Presentations
- Manage Your Time
- Managing Change
- Managing Meetings
- Motivating People
- Negotiating Skills
- Reducing Stress

OFFICE SKILLS:

- Telephone Techniques / Reception Skills