



**Skelmersdale
Ormskirk
College**

Improve your Workforce at No Cost to your Business

Develop your workforce and improve business productivity/efficiency through our FREE flexible training courses for 16-24 year olds*.

Working Safely

Improve knowledge of H&S in your business environment.

Food Hygiene

Bacteria and viral contamination, regulations.

Health Awareness

Nutritional values, diet, healthy eating, smoking, drugs and alcohol.

Infection Control

Principles of prevention & control of infection.

ECDL Units

Improve office IT skills, includes WORD, EXCEL, Presentations, Email & Housekeeping.

Value for Money

A days work for a days pay – effective working practices.

Safeguarding

Policies, protection, welfare and inclusion for children and adults.

Alzheimer's/ Dementia Awareness

Person centred approach, understanding and care.

Avoiding Conflict

Understanding conflict and methods of dealing with difficult people/situations.

Improving Customer Service

Developing customer care to meet your business needs.

Importance of Communication

Effective communication, telephone & 1-2-1 skills. Implications of bad communication.

Organisation

Working unsupervised, planning and organising your work – keeping busy.

Moving & Handling

Correct procedures, equipment, protecting yourself & others.

Handling Money

Cash/credit, estimation and accuracy, budgets, stock taking and working tills.

We have a wide range of courses to select from. All courses can be customised to maximise your needs and minimise disruption to your business.

Early Years Activities

Personal, social, emotional, physical and development skills

Roles & Responsibilities

What makes a good employee – attitude, accuracy, image, team work, confidence etc

Candidates must be employed for 16 hours per a week or more.

* Eligibility criteria will apply.

For further details please contact **Business Solutions**

Call **01695 52409**
and quote CDYP

**www.
skelmersdale.
ac.uk**