

Training for Success

March – August 2010

one step ahead



	Course	Duration	Time	Cost per delegate £	Mar	Apr	May	June	July	Aug
First Aid	Emergency First Aid at Work	1 day	09.30-16.30	95.00	3	8	11	18	13	10
	First Aid at Work	3 days	09.30-16.30	185.00	18, 22, 23	19, 22, 23	25, 26, 27	25, 28, 29	26, 29, 30	16, 18, 19
	First Aid at Work - Refresher	2 days	09.30-16.30	125.00	8, 9	13, 14	18, 19	23, 24	22, 23	25, 26
Hospitality and Catering	BIAB National Certificate for Personal Licence Holders	1 day	09.00-16.30	155.00	1, 29	26	24	21	12	
	CIEH Level 2 Award in Food Safety in Catering	1 day	09.30-16.30	85.00	15	19	17	14	19	16
	CIEH Level 3 Award in Supervising Food Safety in Catering	3 days	09.30-16.30	295.00		6, 13, 20				
	CIEH Level 2 Award in Cleaning in Food Premises	1 day	09.30-16.30	99.00		15			17	
	CIEH Level 3 Award in HACCP in Catering	1 day	09.30-16.30	99.00				9		
	CIEH Level 2 Award in Healthier Food and Special Diets	1 day	09.30-16.30	99.00			20			
Environmental	CIEH Level 2 Award in Environmental Principles and Best Practice	1 day	09.30-16.30	130.00	TBA					
	Clinical Waste Management	1 day	09.30-16.30	130.00	TBA					
	Waste Management for the Construction Industry	1 day	09.30-16.00	130.00	TBA					
Health and Safety	Fire Safety	3 hours	09.30-12.30	60.00		15		15		
	CIEH Level 2 Award in Health & Safety in the Workplace	1 day	09.30-16.00	99.00	TBA					
	Work at Height Regulations	3 hours	13:30-16:30	60.00	26					
	COSHH Assessor	3 hours	09:30-12:30	60.00		22				
	Pregnant Worker Risk Assessor	3 hours	13:30-16:30	60.00			25			
	Manual Handling Risk Assessor	3 hours	13:30-16:30	60.00				23		
	Accident Investigation (from an Enforcement Officer Perspective)	3 hours	09:30-12:30	60.00					22	
	Display Screen Equipment Assessor	3 hours	13:30-16:30	60.00						10
Business, Leadership and Management	OCR Level 1 Certificate in Bookkeeping	10 weeks	18.00-20.00	150.00		6, 13, 20, 27	4, 11, 18, 25	8, 15		
	SAGE 50 Accounts Introduction	7 weeks	13.30-16.00	150.00			4, 11, 18, 25	8, 15, 22		
	Feel the Fear and Do it Anyway!	1 day	09:30-16:30	99.00		12		14		
	Leading and Motivating Teams*	3 hours	13.30 - 16.30	75.00	1			28		
	Communication Skills*	3 hours	13.30 - 16.30	75.00	12				5	
	Handling Conflict*	3 hours	09.30 - 12.30	75.00		12				9
	Managing Performance*	3 hours	13.30 - 16.30	75.00		26				
	Planning and Implementing Change*	3 hours	09.30 - 12.30	75.00						23
	Time Management*	3 hours	13.30 - 16.30	75.00			10			
	Building Teams*	3 hours	13.30 - 16.30	75.00					19	
	Developing Yourself and Others*	3 hours	13.30 - 16.30	75.00				7		
	Nipping it in the Bud - Effective Feedback Skills*	1 day	09:30-16:30	150.00		20		22		
	Handling Difficult Conversations	1 day	09:30-16:30	150.00		21		22		17
	Effective Minute Writing Skills	1 day	09:30-16:30	150.00	25		26		15	
	Maximise your E-Marketing and Online Presence	1 day	09.30-16.00	99.00		21				
Writing Effective Copy for your Website	3 hours	09.30-12.30	60.00			12				
Take Control of your Web Designer	3 hours	09.30-12.30	60.00				23			

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Customer Service and Sales	Dealing with Difficult Customers*	1 day	09.30-16.30	150.00	25		27		29	
	How To Get Free Publicity to Raise your Media Profile	1 day	09.30-16.30	150.00		13		15		
Personal Development/Education	Get Ready for Work Level 1**	30 hours	Flexible	POA						
	Get Ready for Work Level 2**	60 hours	Flexible	POA						
	Level 2 Award in Supporting Teaching and Learning NCFE*	12 months	Flexible	POA						
Childcare, Health and Social Care	NCFE Level 2 Certificate in Developing Skills for Working with Children and Young People**	18 weeks	18.15-20.15	POA						
	NCFE Level 2 Award in Safeguarding Children and Young People**	3-6 months	Flexible	POA						
	NCFE Level 2 Certificate in Dementia Awareness**	3-6 months	Flexible	POA						
	NCFE Level 2 Certificate in Equality and Diversity**	3-6 months	Flexible	POA						
	NCFE Level 2 Certificate in Infection Control**	3-6 months	Flexible	POA						
	NCFE Level 2 in Safe Handling of Medicines**	3-6 months	Flexible	POA						
	NCFE Level 3 Certificate in Palliative Care**	3-6 months	Flexible	POA						
IT	Excel Essentials 2003*	1 day	09.30-16.30	99.00	11		20			
	Excel Essentials 2007*	1 day	09.30-16.30	99.00	25			10		
	Excel Intermediate 2003*	1 day	09.30-16.30	99.00		22		24		
	Excel Intermediate 2007*	1 day	09.30-16.30	99.00			6		8	
	Word Essentials 2003*	1 day	09.30-16.30	99.00	4		13			
	Word Essentials 2007*	1 day	09.30-16.30	99.00	18		27			
	Word Intermediate 2003*	1 day	09.30-16.30	99.00		15		17		
	Word Intermediate 2007*	1 day	09.30-16.30	99.00		29			1	
	ITQ**	Up to 9 months	2 hr sessions	POA						

All bookings are made subject to our Terms & Conditions for cancellation, which can be found on the booking form.
 Minimum numbers (5) will be required for all courses in order to give the best experience for learners.
 All courses can be delivered off-site if requested.

* Course free of charge to candidates studying a Train to Gain NVQ with Stratford-upon-Avon College
 ** Funding may be available to candidates who fulfil certain criteria.
 POA - Price on Application

Stratford Business Services offers a range of purpose-built facilities for conference, training and meeting requirements at competitive prices.

- Fully-equipped training rooms that benefit from natural daylight, modern facilities and WiFi wireless technology.
- Spacious break-out areas at Cygnet Court which delegates can utilise for smaller group tasks or discussions or simply to relax with a cup of coffee.
- Refreshments and catering available at reasonable rates.

Courses Run On Demand

	Course
First Aid	Community First Aid
	Sports First Aid
	Babysitting First Aid
Hospitality and Catering	BIIAB Level 1 Award in Alcohol Awareness
	CIEH Level 3 Award in HACCP for Food Manufacturing
	CIEH Level 4 Award in Managing Food Safety in Catering
Environmental	Developing an Environmental Policy
	ILM Level 2 Award in Site Waste Management Awareness
	ILM Level 3 Certificate in Site Waste Management Planning and Implementation
	Environmental Risk Assessment
Health and Safety	CIEH Level 2 Awards in Principles of Risk Assessment: Conflict Management and Personal Safety
	Fire Marshal Training
	Manual Handling
Business, Leadership and Management	How to Produce Budget & Forecast Plans
	Business Start-up
	Finance for Non-Financial Managers
	Internet Marketing
	Marketing Strategies for Tough Times
	Essentials of Effective Marketing
	Writing a Marketing Plan
	A full range of Management Development courses is available.
Customer Service and Sales	One day courses in Retail Customer Services, Selling Skills & Telesales Techniques.
IT	Email and the Internet
	MS Access at all levels
	Excel Advanced (2003/2007)
	Word Advanced (2003/2007)
	Photoshop Elements
	PowerPoint Essentials/Advanced*
	Oracle Database Fundamentals for Everyone
Shakespeare Country Programme (available to all)	City and Guilds Level 1 Award in Business Finance
	City and Guilds Level 2 Certificate in Conflict Management
	City and Guilds Certificate in Travel and Tourism (UK Destinations)
	City and Guilds Introductory Certificate in Hospitality Customer Service
	City & Guilds Introductory Certificate in Hospitality Selling
Personal Development/Education	A range of communication courses is available, including bullying and harassment.

