

Scheduled Programme



**September 2010
– February 2011**

Charterhouse Training Scheduled Programme Sept 2010 – Feb 2011

Course Title	Days	September	October	November	December	January	February	Price
Director Development Programme - these courses are nationally accredited, funding may be available								
Performance Management and HR Development	3		6	2	2	12	16	£910
Finance and Resource Management	3		13	23	14	13	17	£910
Strategic Planning and Organisational Development	3		20	24	16	20	24	£910
NEBOSH National General Certificate	12+ exam	com 20					com 21	£1,425
NEBOSH Certificate in Construction	15+ exam	com 14					com 8	£1,725
NEBOSH Cert - Man of Health and Well-being at Work new	6		com 27			com19		£845

First Line Management and Team Leading								
ILM Level 3 Award in First Line Management	4	14,15,28,29		8,9,22,23		10,11,25,26		£720
ILM Level 2 Award in Team Leading	3		25	10,24		27	10,21	£575

Sustainability								
Sustainable Procurement new	1		8				7	£207
Sustainability in your Business new	1			11				£207

Business Management								
CIEH L3 Award Training Skills and Practice	3		12,13,28			10,11,24		£595
Business Report Writing new	1			8			7	£207
Finance for Non Financial Managers	1	10			13			£207
Leading & Motivating the Team	1	9			7			£207
Managing Your Time Effectively	1	27				18		£207
Problem Solving Techniques	1		20				1	£207

Project Management								
ILM Dev't Award in Project Management	2	16,17			9,10			£420
Microsoft Project v 03	1	22		19		14		£140
Microsoft Project v 07			7		14		11	£140
Prince2® Foundation	3	6,7,8	11,12,13	8,9,10	13,14,15	17,18,19	14,15,16	£895
Prince2® Practitioner	5	6,7,8,9,17	11,12,13,14,22	8,9,10,11,19	13,14,15,16,17	17,18,19,20,28	14,15,16,17,18	£1,250

Communication Skills								
Appraisals & Performance	1		6				7	£207
Assert Yourself with Confidence	1	15				13		£207
Coaching and Mentoring	1			15			14	£207
Effective Business Writing	1	28			13			£207
Effective Communication Skills	1		11				10	£207
Effective Telephone and email Techniques	1			2			15	£207
Excellent Customer Service	1	29				26		£207
Face to Face Sales	1		8			10		£207
Internet Marketing	1		5		9			£207
Minute Taking With Confidence	1	13				20		£207
Professional Negotiation Skills	1			22			24	£207
Speaking and Presenting Effectively	2	20,21			6,7			£385
The Effective Administrator new	2			3,4		27,28		£385
Telesales - Getting Results	1	13			2			£207

Health & Safety								
NEBOSH National General Certificate	12+ exam	com 20					com 21	£1,425
NEBOSH Certificate in Construction	15+ exam	com 14					com 8	£1,725
NEBOSH Cert - Man of Health and Well-being at Work new	6		com 27			com19		£845
IOSH Managing Safely	4	16,17,23,24		11,12,18,19		13,14,20,21		£570
IOSH Managing Safely Refresher new	1		21		14		3	£175
CIEH Health & Safety in the Workplace	1	9		3		11		£137
CIEH Level 2 Principles of Risk Assessment	1		7		13		10	£137
CIEH level 2 Principles of COSHH	half		26 am				9am	£80
Environmental & Health and Safety Law Update new	half		26 pm				9pm	£65
The Role of the Safety Representative	half	15am				18am		£65
CIEH Principles of Manual Handling	half	15pm				18pm		£80
Asbestos Safety new	1	8			8			£130
Fire Risk Assessment new	half		18am			17am		£65
Fire Marshall Practical Workshop	1		15			21		£130

Course Title	Days	September	October	November	December	January	February	Price
First Aid								
HSE Emergency First Aid in the Workplace	1	8		4		14		£100
HSE First Aid at Work	3	14,15,16		8,9,10			2,3,4	£215
First Aid Annual Refresher (skill fade)	half		8am				14am	£50
HSE First Aid Re-qualification	2	20,21			9,10			£165

Food Safety								
CIEH Level 2 Award Food Safety in Catering	1	27		1		10		£85

Information Technology								
Microsoft Access Introduction v 03	1	1		9		5		£135
Microsoft Access Intermediate v 03	1	15		16		12		£135
Microsoft Access Advanced v 03	1	17		23		19		£135
Microsoft Access Introduction v 07	1		5		1		1	£135
Microsoft Access Intermediate 07	1		12		8		8	£135
Microsoft Access Advanced v 07	1		26		15		15	£135
Microsoft Excel Introduction v 03	1	2		3		6		£135
Microsoft Excel Intermediate v 03	1	16		10		13		£135
Microsoft Excel Advanced v 03	1	24		17		20		£135
Microsoft Excel Introduction v 07	1		6		2		2	£135
Microsoft Excel Intermediate v 07	1		13		9		9	£135
Microsoft Excel Advanced v 07	1		27		16		16	£135
Microsoft PowerPoint v 03	1	3		12		7		£135
Microsoft PowerPoint v 07	1		1		7		4	£135
Microsoft Publisher Introduction v 03	1	23		26				£135
Microsoft Publisher Introduction v 07				2			18	£135
Microsoft Word Introduction v 03	1	7		4		11		£135
Microsoft Word Intermediate v 03	1	14		11		18		£135
Microsoft Word Advanced v 03	1	21		18		25		£135
Microsoft Word Introduction v 07	1		8		3		3	£135
Microsoft Word Intermediate v 07	1		29		10		10	£135
Microsoft Word Advanced v 07	1			5	17		17	£135
Microsoft Outlook v 03		10		24		26		£135
Microsoft Outlook v 07	1		28		22		22	£135

NOTE PRINCE2® courses are delivered in partnership with Fgi Training & Consultancy. These courses will be delivered at the Warwick Innovation Centre VAT will be charged on Prince2® courses only

The following Chartered Management Institute (CMI) units can be delivered flexibly to meet the requirements of an individual or group which can lead to a CMI Award, Certificate or Diploma. Price on application. Part funding support may be available for CMI accredited management at Levels 5 and 7

Strategic Management & Leadership	
Strategic information management	Personal development as a strategic manager
Organisational direction	Strategic performance management
Strategic planning	Organisational change
Financial management	Conducting a strategic management project
Financial planning	Strategic marketing
Strategic project management	Organisational change
Human resource planning	Being a strategic leader
Strategic leadership practice	Introduction to strategic management and leadership
Strategic risk management	Strategic corporate responsibility

The above workshops can lead to CMI Award and Certificate qualifications at Level 7

Middle Management	
Personal development as a manager and leader	Performance management
Information based decision making	Resource management
Meeting stakeholder and quality needs	Managing recruitment & selection
Conducting a management project	Financial control
Marketing planning	Project development and control
Human resource development	Being a leader
Leadership practice	Introduction to management and leadership
Operational risk assessment	Organisational corporate social responsibility

The above workshops can lead to CMI Award, Certificate and Diploma qualifications at Level 5

First Line Management and Team Leading	
Personal development as a first line manager	Recruitment and selection
Managing and communicating information	Resource planning
Meeting stakeholder needs	Improving team performance
Developing individuals and teams	Maintaining quality standards
Management communication	Being a leader
Human resource development	Corporate social responsibility

The above workshops can lead to CMI Award, Certificate and Diploma qualifications at Level 3

Please call 024 7679 1712 for additional information

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Tailored Training

A tailored approach to training provides the most relevant information for your organisation, improving your workforce skills, reducing travel and accommodation costs and is conveniently delivered at a time and venue to suit you.

Step 1

Initial discussion

One of our experienced Business Managers will meet with you to discuss your aims, objectives and specific business impact measures. Enabling us to provide you with a formal proposal.

Step 2

Course development

An experienced and qualified trainer is matched to your company to develop further a training programme that will meet your requirements.

Step 3

Training delivery

At a time and venue to suit you, with a delegate centred approach focussing on the practical application of skills and knowledge to provide maximum benefit to your company.

Charterhouse Training has extensive experience in working with companies and organisations to develop training to meet objectives. Some of the companies that we have worked with recently include;

The British Horse Society, The University of Warwick, The Extracare Charitable Trust, Coventry City Council, Coventry University, Cookson Precious Metals Ltd, Covpress NCJ, CSWP,

ESPO, Halton Educational, The Coventry and Warwickshire Partnership NHS Trust, G4s Cash Services, Bruker Biospin Ltd, IKEA, Groundwork UK, London Metropolitan University, Peugeot Citroen Automobiles, C.Brown Steels Ltd, NPTC, Melville Exhibitions, Mission Foods, Monier Ltd, Unipart Technologies, Sandvik Hard Materials Ltd, Paintbox Banbury Ltd, Warwickshire County Council, Whitefriars Housing, Warwickshire NHS and UK Mail.

Contact us on 024 7679 1700

Other Services

Apprenticeships

We offer the most comprehensive and successful range of apprenticeships in the region. All of our apprenticeship programmes are designed to meet the needs of your business. The training is always relevant and is tailored to your needs; it is designed by business for business.

Work Related Qualifications

City College provides vocational (work related) qualifications that meet the need of employers and employees. The Qualifications and Credit Framework (QCF) has introduced new qualifications reflecting the needs of employers, which could help improve the skill base of the company and job prospects.

The new qualifications can be taken as small chunks of learning at a time and a pace that suits the individual, building up credits. Credits can be transferred between courses, counting towards a larger qualification which is stored on a personal record bank.



Awarded for excellence



INVESTOR IN PEOPLE



CHARTERHOUSE
TRAINING

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Swanswell Street
Coventry, CV1 5DG

<http://employers.covcollege.ac.uk>

For general enquiries:

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