

NEWSLETTER

SCHEDULED PROGRAMME

Jan - Feb 07

Contact Emma on
024 7679 1712
for further details

Course Title	Duration	Start Dates	Price
Accredited Management Development			
CIEH Professional Trainers Certificate	3	7, 8, 21 Feb	£520
ILM Level 2 Intro. Cert in Team Leading	3	12, 19, 26 Feb	£380
ILM Level 3 Intro. Cert First Line Manager	4	7, 8, 21, 22 Feb	£645
ILM Developing Project Management Skills	2	5, 6 Feb	£425
CMI Diploma in Management	10	25 Jan	£2335
Business and Management Skills			
Assertiveness and Confidence Building (new)	1	10 Jan	£190
Effective Communication Skills	1	11 Jan	£190
Excellent Customer Service	1	5 Feb	£190
Handling Difficult Behaviour	1	6 Feb	£190
Influencing Through Negotiation	1	23 Jan	£190
Leading and Motivating the Team	1	7 Feb	£190
Cutting the Cost of Retailing; Loss Management (new)	1	17 Jan	£190
Managing People Through Change (new)	1	8 Feb	£190
Managing Your Time Effectively	1	21 Feb	£190
Minute Taking with Confidence	1	18 Jan	£190
People Management Skills for Supervisors	2	27, 28 Feb	£380
How to get £10,000 worth of FREE PR (new)	1	23 Feb	£190
Problem Solving	1	23 Jan	£190
Professional Telephone Techniques	2	24 Jan	£190
Professional written Communication	1	26 Feb	£190
Speaking and Presenting with Confidence	2	26, 27 Feb	£380
Professional Receptionists	1	9 Feb	£190
An Introduction to Guerrilla Marketing	1	25 Jan	£190
Coaching and Facilitation (new)	1	8 Jan	£190
Death by PowerPoint (new)	1	16 Jan	£190
Projecting a Positive Image (new)	1	15 Feb	£190
Information Technology			
Word Introduction	1	16 Jan	£130
Word Intermediate	1	23 Jan	£130
Word Advanced	1	30 Jan	£130
Excel Introduction	1	2 Feb	£130
Excel Intermediate	1	9 Feb	£130
Excel Advanced	1	16 Feb	£130
Access Introduction	1	15 Jan	£130
Access Intermediate	1	22 Jan	£130
Access Advanced	1	29 Jan	£130
PowerPoint Introduction	½ am	8 Feb	£70
PowerPoint Complete	1	26 Feb	£130
Microsoft Outlook	1	10 Jan	£130
Microsoft Publisher Introduction	1	14 Feb	£130
Microsoft Project	1	7 Feb	£130
Introduction to Dreamweaver	1	27 Feb	£130
Photoshop	1	26 Jan	£130
Health, Safety, Food Hygiene, First Aid			
NEBOSH General Certificate	12	Commencing 26 Feb	£1250
NEBOSH Construction Certificate	15	Commencing 20 Feb	£1575
IOSH Managing Safety (taught)	4	5, 6, 19, 20 Feb	£525
IOSH Working Safely	1	30 Jan	£125
CIEH L2 Award H & S in Workplace	1	31 Jan	£95
CIEH L2 Award H & S in Social Care (new)	1	22 Feb	£95
CIEH Risk Assessment	1	28 Feb	£95
CIEH Principles of Manual Handling	½ am	16 Jan	£50
CIEH Principles of COSHH	½ pm	16 Jan	£50
Practical Fire Training for Wardens	1	8 Feb	£95
Food Hygiene			
CIEH L2 Cert. Food Hygiene & Safety	1	22 Jan, 15 Feb	£60
First Aid			
Emergency First Aid - Appointed Persons	1	2 Feb	£95
HSE First Aid at Work	4	10, 11, 17, 18 Jan	£215

"Course Quotes"

Powerpoint

"Handy hints and shortcuts, a very patient tutor this course could not be improved."

Louise Walker - West Midlands Quality Centre

Management Development

"Excellent course, I learned lots from this course and put it into practice in the afternoon of day 1."

Helen Kitto - Milward Brown

CIEH Professional Trainer Certificate

"Course was very well presented, group work reinforced learning points. I really enjoyed this course."

E.A. Harrison - University of Warwick

"Very Interesting, knowledge and good tutor, very clear. Really enjoyed this course and got lots out of it that I can use in my own work."

Julie - Business Post

Professional Written Communication

"The course was made interesting in a relaxed manner- getting the information across."

Julie Mills - Orbit Housing

ILM Level 3 Intro First Line Manager

"I enjoyed the whole course especially management styles. Excellent!"

Paul Garner - Bombardier

CIEH Health and Safety

"Very enjoyable interactive course."

Gary Forde - SAS

CMI Diploma in Management Level 5

Commences 25 January 07
Duration 10 days over 15 months
(Blended Learning)
Price £2335 inc.

A few places only remain
Contact Emma on 024 7679 1712
for more information

Charterhouse introduce "Buy-a-Bundle"

Charterhouse have introduced training vouchers that offer a high degree of flexibility, purchased before the end of January 2007 and used for any Business Management or IT course listed on our scheduled open programme before 31 July

Purchase:

- 10 Vouchers – Bundle Discount Offer 10%
- 15 Vouchers – Bundle Discount Offer 15%
- 20 Vouchers – Bundle Discount Offer 20%

Example:

20 Business and management vouchers, list price £5700

Bundle Offer £4560 saving £1140

20 IT vouchers, list price £3900

Bundle Offer £3120 saving £780

Benefits to the employer:

- Additional maximisation and utilisation of training budget
- Vouchers can be exchanged for any open course before July 31 2007
- The assurance that the training is being delivered by an experienced qualified trainer
- Small group sizes, allowing personal support for each delegate

Course outlines are available via our web site:

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

Contact Emma on 024 7679 1712 e.williams@staff.covcollege.ac.uk



Bill Court (left) with the first cohort of Peugeot NEBOSH delegates

New hope through NEBOSH!

Charterhouse Training is delighted to announce that sixteen candidates from Peugeot Ryton Plant have fresh hope of employment after successfully completing the NEBOSH National General Certificate.

After undertaking career guidance the candidates expressed a wish to develop their new careers in the area of Health and Safety. The NEBOSH course was identified as an ideal course to help them in their quest for future employment.

One of the successful candidates, Wayne Blencowe says "The overall content and tutors own experience made the course thoroughly enjoyable"

Recognising that this was a need of many employees affected by the closure of the Peugeot Ryton Plant, Charterhouse implemented the first of several programmes that have been running since August 2006 and so far have enrolled fifty delegates.

The next NEBOSH National General Certificate and NEBOSH Construction Certificate programmes will be available via Charterhouse early 2007.

For further information please contact Graham Carpmail on 024 7679 1658 or email: g.carpmail@staff.covcollege.ac.uk

NEBOSH courses

General Certificate
Construction Certificate

Commencing February 07

Book now to
avoid disappointment

Ring Graham 024 76 791658
for further information

We introduced "Train to Gain" in our last edition of this newsletter, and because of its fundamental importance to future workforce development we shall be featuring its ongoing development regularly through these pages.

"Train to Gain" was launched nationally in August 2006. Based on the highly successful Employer Training Pilots (ETP's) that have been running since 2003 "Train to Gain" is designed to help businesses get the training and development they need to succeed.

But "Train to Gain" is much more than just delivering training, it's also about employers and approved providers such as City College Coventry (through Charterhouse Training) working in partnership and taking an holistic view at its staff development from providing a full Training Needs Analysis and identification of appropriate solutions through to post-delivery assessment.

If you'd like further information about how "Train to Gain" may benefit your organisation contact Rob Bennett on 024 7679 1581

WHAT FUNDING IS AVAILABLE

- Train to Gain will offer FREE training for employees aged 19+ who wish to work towards a National Vocational Qualification (NVQ) Level 2.
- The NVQ has to be the employee's first Level 2 qualification.
- FREE essential skills training – Literacy, Numeracy & ESOL
- Wage Subsidy – available to employers of qualifying employees to compensate for loss of productivity whilst the employees are undergoing their training.
- Subsidised first NVQ Level 3 training.

We have now extended our Train to Gain provision to cover the following areas at Level 2:

- Business Improvement Techniques (BIT)*
- Customer Service*
- ILM Team Leader*
- Information Technology Qualification (ITQ)*
- Health & Social Care*
- Teaching Assistants*
- Performing Manufacturing Operations (PMO)*
- Onsite Assessment Training (OSAT) for Construction*
- Embedded Skills for Life (Literacy, Numeracy and ESOL)*

We may also be able to help in areas of training need at Level 2 as yet unidentified by accessing the brand new "Train to Gain - Regional Response Fund".



Charterhouse Champion becoming a Chartered Manager (CMgr)

The Institute's unique Chartered Manager scheme is fast becoming the benchmark against which managerial ability and impact is measured. Chartered Manager doesn't accredit the number of hours you have spent

- Route to Chartered Manager**
- Degree level qualification in management and 3 years management experience (see below)
 - 360 degree assessment
 - CPD and Impact submissions
 - Panel Interview

in workshops or at events, it does give you the opportunity to exhibit the real and significant impact that you have made in your organisation.

Wherever your career takes you, Chartered Manager status will set you apart.
Many of those who have undertaken Chartered Manager have already found it to be a stimulus to career progression, either via recognition by their current employer or through the motivation to move on to more challenging roles.

- What is it?**
- Commitment to CPD and a Code of Professional Management Practice
 - Application of Change Management and Leading People skills to "Make a Difference"
 - Parity of esteem for managers compared with other chartered professionals
 - The ultimate accolade for practising professional managers

There is a clear and well established link between good management and improved organisational performance. Recognising this, the Chartered Manager scheme requires you to demonstrate how you are applying your leadership and change management skills to make a significant impact within your organisation.

The Way forward with Charterhouse
For those candidates who do not already hold a degree level qualification in management – we are offering the CMI Diploma in Management programme starting in January 07.

By undertaking the programme with Charterhouse those interested in becoming a Chartered Manager will be exempt from the CPD element, if they register within 1 year. The impact submission template is completed as part of the qualification Project and advice about the rest of the CMgr submission process is provided by Charterhouse. After successful completion the candidate deals direct with the Institute for the remainder of the process.

For further details please contact Clare McKenzie on 024 7679 1546 or email c.mckenzie@staff.covcollege.ac.uk

Charterhouse at B2B

Charterhouse recently joined forces with Warwickshire College as one of 180 exhibitors at the B2B Midlands where over 3000 people attended. The event tailored to meet the needs of owners and directors of businesses, helping them to grow their companies. Sir Bob Geldof, James Murray Wells, Doug Richard and Gerald Ratner headed up over 50 thought provoking and inspirational seminars.



Dawn Robinson, Denise Watson and Krishna Patel of Warwickshire College with Graham Carpmail and Clare McKenzie on the Coventry and Warwickshire Colleges stand.

PRIZE WINNER!



Kathy McLauchlan of Barclay's receives a bottle of Champaign as the winner of the Charterhouse prize draw from Graham Carpmail

Charterhouse welcomes a new face to promote IT Training!

We would like to introduce Sarah Peapell, our new Business Manager specialising in IT Training.

Sarah brings with her 4 years experience of working within the IT Training field. In her most recent role before joining the team at Charterhouse, Sarah was as a Senior Account Executive working in partnership



with major organisations to help them identify IT training needs. Following her success within this role Sarah, was promoted to General Manager assisting with the launch of a new national Training Centre. After a successful opening Sarah carried on her success by passing on her vast knowledge to enable her team of instructors and sales staff to support large organisations with implementing new software rollouts.

Sarah says "It's an exciting time to be joining Charterhouse with so many IT developments on the horizon, in particular the rollout of Windows Vista and Office 07 which will be available early in the coming year. I am keen to build on Charterhouse's Success in the IT Training area and I am very much looking forward to developing new and innovative methods of delivery for our valued customers, including hot-desking and tailored training".

In response to the imminent launch of the new Microsoft Windows and Office Suite,

Charterhouse will be launching a series of one day conversion courses for Word/Excel/PowerPoint and Access highlighting the new features of the software. Dates for these one day sessions will be published in our Spring - Summer 2007 course schedule. In addition Charterhouse will be holding short taster sessions on tips, trick and shortcuts during one of our infamous breakfasts. Please see below.

Phil Leavesley (head of IT Training)"This is a complete revolution for Microsoft, even more so than when they migrated from DOS to Windows. It's something that I am really excited about".

Sarah would like to take the opportunity to meet with you personally to discuss any training needs Charterhouse may be able to assist you with.

If you would like any further information contact Sarah direct on 024 7679 1688 or email s.peapell@staff.covcollege.ac.uk

Coming Soon - Tuesday 6th February
IT Business Breakfast
MS Office Tips, Tricks & Shortcuts & New Features Office 2007
Contact Sarah Peapell on 024 7669 1381 or s.peapell@staff.covcollege.ac.uk