

Coming Soon

West Midland Business Leadership Programme Funded Management Training

This partially funded programme is a collaboration between the regions universities, colleges and training providers.

It provides companies with the opportunity to improve business performance through

the development of people in work, developing capability and qualifications to match skill requirements. Charterhouse is particularly focusing on private sector companies working with middle to senior managers

providing a flexible approach to meet identified training needs.

For further information please contact one of our Business Managers on 024 7679 1712



Planning For a Low Carbon Future

Sustainable development is an agenda that is considered by most people as increasingly pressing and vitally important for the future of our society. City College recognises the importance of a low carbon future not only for our own staff but also for our learners and customers.

Working in partnership with a team of experts in this field the College has developed an ambitious project to forge a defined role and framework to develop the "low carbon" vision for the future. The College wants to understand the

challenges that lie ahead to meet this agenda.

We hope that through this work we will be able to impact major changes in practice, attitudes, thinking and course service provision. The College will act as a catalyst to meet the changes required across society, the workforce and industry and to deliver real opportunities for learners, businesses and local communities.

From the work we are undertaking we plan to develop a clear model that will demonstrate the benefits of



sustainability to businesses and deliver the tools to engage with employers in new ways. We plan to offer programmes and services helping organisations to develop their own sustainable solutions that guarantee future compliance and offer a new level of staff competence and skills.

For more information on developments and new courses in Sustainability contact one of our business managers 024 7679 1712.

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Performance Management

On this one day workshop you will learn about managing your team against set objectives in order to meet organisational objectives and support poor performance.

4 May

Strategic Planning

On this one day workshop you will learn how to produce and implement a plan which will reflect strategic direction, analyse the purpose of a strategic plan and monitor it. Also assess how the impact of the stakeholder may affect the plan.

5 May

Charterhouse Business Breakfast... is a Sell Out!



The latest Business Breakfast "Managing in Tough Times" was a huge success with over 30 companies attending the event.

We were pleased to be supported by the Chartered Management Institute (CMI) and Business Link West Midlands who provided details of the Directors Development Programme.

Martin Bate the Charterhouse Management tutor delivered a very interactive discussion focussing on Measuring and Managing Resources. Attendees were asked to identify one area that they could improve as a result of attending the event. The results included:

- Better use of resources
- To make IT more efficient and put improved management of emails into practice
- Use peoples talents that we did not realise they had

- Look at waste
- Challenge our managers during their training on resources and their perception of waste
- Look at ways in which we can reduce duplication of resources
- Maximising skills and customer interaction
- Arrange for Charterhouse to deliver to Senior Management Team to gain buy in

Congratulations go to Alan Griffiths Broad Street Windows who was the successful winner of a bottle of champagne in the prize draw.



Fire safety and risk assessment

Who is responsible for the fire safety of your premises?

Everyone who enters your business premises – employees, customers, contractors or other visitors – should ensure fire safety. However, each non-domestic premises now has a legally – designated 'responsible person' who must arrange for a risk assessment, identify any possible fire risks and deal with them.



It will usually be obvious who the responsible person is, although sometimes several people will share the responsibility – for example in shared premises or larger businesses. The responsible person will be someone who has control over premises, or over some areas, departments or systems. For example, it could be:

- the owner, employer or manager of a business
- the owner or managing agent of premises which are shared between a number of businesses

- individuals within a multiple-occupancy building, such as self-employed people or voluntary organisations if they control someone within the premises

You should establish who the responsible person is within your business or premises.

Where there is more than one person responsible for premises, they are expected to:

- co-operate with the other responsible persons so far as is necessary to comply with the regulations

- co-ordinate with the other responsible persons' measures required to comply with the regulations
- share information with each other

For further information enrol now on the Practical Fire Marshall course – 18 June – £130



Spotlight on Managing Safety at Work

Costs of poor health and safety at work

HSE statistics reveal the human and financial cost of failing to address health and safety.

- More than 200 people are killed at work in the United Kingdom each year. This does not include work-related road deaths.
- In 2006, 30 million working days were lost in the UK to occupational ill health and injury, imposing an annual cost to society of £30 bn (more than 3% of GDP).
- Surveys show that about two million people suffer from an illness that they believe to be caused or made worse by work.
- Many thousands of deaths each year can be attributed to occupational illnesses, including some cancers and respiratory diseases.
- Organisations can incur further costs – such as uninsured losses and loss of reputation.

Legal responsibilities of employers

Health and safety law states that organisations must:

- provide a written health and safety policy (if they employ five or more people);

- assess risks to employees, customers, partners and any other people who could be affected by their activities;
- arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
- ensure they have access to competent health and safety advice;
- consult employees about their risks at work and current preventive and protective measures.
- Failure to comply with these requirements can have serious consequences – for both organisations and individuals. Sanctions include fines, imprisonment and disqualification.
- Under the Corporate Manslaughter and Corporate Homicide Act 2007 an offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

CORE ACTIONS

To take responsibility and 'ownership' of health and safety, members of the board must ensure that:

- health and safety arrangements are adequately resourced;
- they obtain competent health and safety advice and training;
- risk assessments are carried out;
- employees or their representatives are involved in decisions that affect their health and safety.
- The board should consider the health and safety implications of introducing new processes, new working practices or new personnel, dedicating adequate resources to the task and seeking advice where necessary.

Health and safety should appear regularly on the agenda for board meetings.

Charterhouse are able to support you with your health and safety training requirements, please contact one of our Business Managers on 024 7679 1712 for further information.

IOSH Managing Safely

May 6, 7, 20, 21
July 5, 6, 12, 13

Reservations now being taken for the Autumn NEBOSH courses

- General Certificate
- National Certificate in Construction Health and Safety

Coming soon

NEBOSH National Certificate in the Management of Health and Well Being at Work
Contact Graham Carpmail on 024 7679 1658 for information.

Meet our New Head of Employer Services



Carrie Smith joined the College as Vice-Principal Commercial Development in February 2010. She began her career at Trinity Weekly Newspapers after which she held a series of educational posts before joining Solihull College in 2000 with strategic responsibility for employer engagement and business development. Carrie is an active participant in many local and regional business groups and is passionate about developing people to become economically progressive and enabling businesses to grow and succeed.

Carrie said, 'This is an exciting and challenging role at a time when Coventry is moving towards the future revitalised, regenerated and renewed. I believe the College has a major role to play in ensuring that people of Coventry and the West Midlands are financially sound and flexible enough to adapt to change. I am delighted to be able to play my part in this.'

We have a unique opportunity to ensure that through training and development we can really respond to help businesses meet the challenges of an ever shifting market and place them in a strong position to grow and compete.'



Awarded for excellence



INVESTOR IN PEOPLE



Course Spotlight Finance for Non Financial Managers

More and more managers from a range of functions are becoming involved in the preparation and control of budgets. To carry this out effectively managers need to be able to read, understand and prepare accurate financial information based on accounting principles.

“A really useful course and geared towards us the audience. I wish I had done it a few years ago”

Paula Temple, Adroit Services

This course provides delegates with an overview of budgets and the budgeting process, both in Financial Accounting and Management Accounting. It will also equip them with the skills necessary to calculate costs accurately, read profit and loss accounts and make sound financial decisions.

Next workshop dates
29 April or 13 July
(Special price offer for the April course **£165**)



Martin Bate, Charterhouse Management Tutor

Construction Skills Certificate (CSCS Card for Builders) Available from City College

The card scheme was set up to help the construction industry to improve quality and reduce accidents. CSCS cards are increasingly demanded as proof of health and safety competence.

Most major trade associations, professional institutions and contractors will not allow access to construction sites without the card.

City College are offering three options to help candidates pass the award and obtain the card.

Gold

One day training event plus half day revision with training materials and test **£195**

Silver

Half day revision with training materials and test **£115**

Bronze

Training materials and test **£35**

For further information contact Michael Aucott m.aucott@staff.covcollege.ac.uk tel. 024 7679 1642



Tips and Tricks

In this the first of a new series, our resident expert Phil offers the following little morsel:

Using Automatic Subtotals

In Excel 2007, select an uninterrupted block of data that has labels across the top. Check that it is sorted into a useful pattern. Then, on the data ribbon, in the Outline group click Subtotals and then

fill in the Dialog Box displayed. it should save some time on the bigger spreadsheets. If you don't like the result repeat the process and choose, Remove All to return to the original layout.

Charterhouse offers an excellent programme of Microsoft User courses introduction to advanced levels.



Finance for Non Financial Managers
29 April
~~£195~~ now **£165**

Internet Marketing
6 May
~~£195~~ now **£165**

IOSH Managing Safety
6, 7, 20, 21 May
~~£565~~ now **£525**

Call 024 7679 1712 for more information

FOR MORE INFORMATION PLEASE VISIT

<http://employers.covcollege.ac.uk> TELEPHONE 024 7679 1712 OR EMAIL employers@covcollege.ac.uk