

Short Business Courses

BUSINESS & MANAGEMENT SKILLS

Dealing with Difficult Situations

Aimed at all those who may have to deal with tricky situations whether with customers, staff or even management.

£99	22-Apr-10	Milton Park	1 day	09:30-16:30
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Human Resources - Employment Law

Aimed at anyone who needs to be familiar with employment law and its implications in a HR context.

£99	17-Jun-10	Milton Park	1 day	09:30- 16:30
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How to Excel in Customer Service

Aimed at employees who deal with customers and strive to 'delight' by exceeding customers' needs and expectations.

£99	25-Feb-10	Milton Park	1 day	09:30- 16:30
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£99	25-Feb-10	Milton Park	1 day	09:30- 16:30
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Essential Selling Techniques

Aimed at anyone who needs basic selling techniques and is currently in a selling role or would like to be.

£99	20-May-10	Milton Park	1 day	09:30- 16:30
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Social Media – How to develop Effective Tools

Aimed at businesses who need to improve networking opportunities, sales, customer service, product/service launch and marketing through social media sites and blogs i.e Twitter, etc.

£99	4-Jun-10	Milton Park	1 day	09:30- 16:30
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ELECTRICAL

City & Guilds 17th Edition IEE Wiring Regulations 11 week (2382-10)

Aimed at delegates with a knowledge of the 16th Edition Wiring Regulations and working in the electrical field.

£400	13-Jan-10 / 31-Mar-10	Witney Campus	18:00-21:00
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£400	21-Apr-10 / 30-Jun-10	Witney Campus	18:00-21:00
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City & Guilds 17th Edition IEE Wiring Regulations 3 day intensive (2382-10)

Aimed at delegates with a knowledge of the 16th Edition Wiring Regulations and working in the electrical field.

£400	25, 26 & 27-Jan- 10	Milton Park	09:00 – 17:00
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£400	29, 30 & 31-Mar-10	Milton Park	09:00 – 17:00
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£400	24, 25 & 26-May- 10	Milton Park	09:00 – 17:00
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£400	12, 13 & 14-July-10	Milton Park	09:00 – 17:00
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City & Guilds Inspection, Testing and Certification of Electrical Installations (2391-10)

Aimed at delegates who want to inspect and test electrical installations. This qualification has been developed to satisfy the requirements for Proposed Qualified Supervisors (PQSs) for various scheme operatives: four-day course with additional half-day practical assessment and 2½ hour written exam 6:30 to 9pm on the last date.

£600	25, 26, 27 & 28-Jan, 4 or 5 Feb, 11-Feb-10	Milton Park	09:00 – 17:00
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£600	22, 23, 24 & 25-Feb, 4 or 5, 11-Mar-10	Milton Park	09:00 – 17:00
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£600	17, 18, 19 & 20-May, 27 or 28 May, 3-Jun-10	Milton Park	09:00 – 17:00
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£600	5,6,7,8 July, 15 or 16 July, 22-July-10	Milton Park	09:00 – 17:00
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£600	26,27,28,29, July, 5 or 6 Aug, 12-Aug-10	Milton Park	09:00 – 17:00
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City & Guilds Introduction to Trainer Skills – 'How to Train'

Aimed at companies who use their own staff to deliver formal and informal training in the workplace. Based on the training cycle, including planning, delivery and evaluation. A two-day course which can be held at employer's premises. £200 per delegate. Course available on demand. Contact the Employer Hotline 01235 861706 for more details.

PAT Testing

Aimed at electricians working in the domestic field.

£60	3-Feb-10	Abingdon	½ day	13:30-16:45
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£60	30-Jun-10	Abingdon	½ day	13:30-16:45
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HOSPITALITY

CIEH Level 2 Award in Food Safety in Catering

Aimed at all those who handle food in catering and hospitality environments.

£100	21-Jan-10	Milton Park	1 day	09:00-17:00
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£100	4-Mar-10	Milton Park	1 day	09:00-17:00
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£100	13-May-10	Milton Park	1 day	09:00-17:00
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£100	8-July-10	Milton Park	1 day	09:00-17:00
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BIAB - National Certificate for Personal Licence Holders (On)

Aimed at all those working in the hospitality industry and/or on-licensed premises.

£150	18-Mar-10	Milton Park	1 day	09:00-17:30
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Effective Event Management

Aimed at those who need to organise small to medium-sized events from official openings to meetings, award presentations to informal social gatherings.

£99	25-Mar-10	Milton Park	1 day	09:30-16:30
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INFORMATION TECHNOLOGY

Intermediate Word

Aimed at those who already have a basic understanding of word-processing but need to know more.

£60	6-Jan-10	Abingdon Campus	½ day	13:30-16:45
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£60	12-May-10	Abingdon Campus	½ day	13:30-16:45
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Intermediate Excel

Aimed at those who have a basic understanding of spreadsheets but need to know more.

£60	10-Feb-10	Abingdon Campus	½ day	13:30-16:45
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£60	16-Jun-10	Abingdon Campus	½ day	13:30-16:45
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HEALTH & CARE

First Aid for the Appointed Person

Aimed at all businesses.

£78	19-Jan-10	Milton Park	1 day	09:30-16:30
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£78	11-May-10	Milton Park	1 day	09:30-16:30
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Paediatric First Aid

Aimed at all those working with children and requires a Paediatric First Aid Certificate.

£150	24 & 25-Jun-10	Milton Park	1 day	09:30-16:30
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HEALTH & SAFETY

CIEH Health and Safety in the Workplace

Aimed at all those who need an understanding of Health & Safety.

£96	12-Mar-10	Milton Park	1 day	09:30-17:30
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£96	11-Jun-10	Milton Park	1 day	09:30-17:30
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NEBOSH National General Certificate in Occupational Safety & Health

Aimed at those who are responsible for the implementation of Health and Safety in their workplace, i.e. managers, supervisors and safety representatives.

£1275	17 – 21-May-10 / 1 – 11-June-10	Milton Park	09:00-17:00
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LAND-BASED

PA1: Foundation Module & PA6: Hand Held Sprayer

Aimed at anyone who uses pesticides in the course of business or employment.

£470	15, 16 & 17-Feb-10	Milton Park	09:00-17:00
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£470	9, 10 & 11-Aug-10	Milton Park	09:00-17:00
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Conference space and meeting rooms for hire,
contact Employer Hotline **01235 861706** for details.

Email: abs@abingdon-witney.ac.uk

VENUE KEY

ABINGDON CAMPUS

WITNEY CAMPUS

COMMON LEYS FARM

MILTON PARK

Do you know that we offer **tailor-made courses** to suit **your specific business needs** ?

A tailor-made programme: how this works

Business identifies a problem e.g losing sales, poor customer retention, Employer contacts Employer Hotline 01235 861706, or sends an e-mail to caroline.craft@abingdon-witney.ac.uk



Initial meeting to establish needs and objectives



Programme designed and planned to meet budget and business objectives



Programme schedule – timescale and location to suit, either Milton Park or employer's own premises



Employer and College evaluate the Programme

Email: abs@abingdon-witney.ac.uk

Enrol by ringing the Employer Hotline
01235 861706

Landbased**NEW**

Please contact **our Employer Hotline** on 01235 861706 for details of the following courses. These courses can be exclusive to an employer and arranged at a convenient time to meet business needs.

Brush Cutters and Strimmers

[Lantra Award] This is a 1 day course for those involved in the day-to-day maintenance and use of Brush Cutters/Strimmers

Abrasive Wheels – Hand Held petrol

[Lantra Award] (3 hours)

Chainsaw - Maintenance and Cross cut

[Lantra Award] (2 day course) This course covers the essential maintenance required for petrol driven chain saws and covers practical cross cutting

Tractor Driving

[Lantra Award] This practical 1 day course is aimed at staff that need to have a basic and safe knowledge of tractor driving

Ride on mowers

[Lantra Award] This one day course provides the training legally required by mower operators

Pedestrian Mowers

[Lantra Award] (1 day course)

Land Based Machine maintenance

[NPTC] (1 day course)

Safe Use of Turf maintenance Equipment

[NPTC] (1 day course)

Safe Use of Pedestrian Controlled Power driven Cultivators

[NPTC] (1 day course)