

Course Title	Course duration	Who the course is aimed at	Course Outline/Objectives
Environmental Management Systems at Site Level	1 day	Graduates, construction managers and project managers who, through their daily site activities, can effect environmental and social improvements on site.	<ul style="list-style-type: none"> • Understand and define sustainable construction • Understand the legal framework and the context of the sustainable development agenda within the construction environment • Appreciate how sustainable construction can play an important role in risk management and reducing business risk • Identify the environmental and social impacts associated within a range of construction activities and outline the correct control procedures necessary to minimise these impacts <p>Produce an action plan that embraces the sustainable construction agenda and implement the plan throughout their activities</p>
SSSTS	2 days	This course is for first line managers – those who have, or are about to acquire supervisory responsibilities. It provides an introduction to health and safety, welfare and environmental issues for those requiring an understanding of their legal responsibilities relevant to their work activities. It will provide a sound knowledge base to enable them to give valuable assistance in safely managing a construction site.	To ensure delegates have an overview of their responsibilities for health and safety on construction sites. This course provides the ideal introduction for those supervisors who have had some or little previous health and safety training. It can also be used as a precursor to attendance on the five-day Site Management Safety Training Scheme (SMSTS) course. This course is intended to give site supervisors a clear understanding of how health and safety affects their role and the practical steps they can take to ensure a safe site.

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SMSTS	5 days	This course is intended for project managers, site managers and supervisors as well as proprietors of small to medium sized companies. Client-based personnel would also benefit from attending the course. For site managers, this qualification is listed in the Approved Code of Practice for the Construction (Design and Management) Regulations (CDM) as evidence of meeting the required standard of competence	To give an understanding of delegates' responsibilities and accountability for site safety, health and welfare, current health and safety legislation. This industry-recognised course is ideal for companies who need to meet the ever-increasing demand for evidence of sound health and safety management on site. The course fee includes the Construction Skills publication Construction Site Safety - Health, Safety and Environmental Information Manual (GE700) as well as other course materials.
SMSTS refresher	2 days	This course is intended for those who currently hold a valid Site Management Safety Training Scheme certificate. The certificate has to be renewed every five years by attending the SMSTS refresher course.	To give an understanding of delegates' responsibilities and accountability for site safety, health and welfare and current health and safety legislation including risk assessment. This course is designed to allow delegates to maintain and update their current health and safety knowledge. The course fee includes the Construction Skills publication Construction Site Safety – Health, Safety and Environmental Information Manual (GE700) as well as other material.
Scaffold Inspection	2 days	Site supervisors and managers who are responsible for inspecting and checking scaffolds for safe use, and for signing certificates and registers in accordance with statutory regulations.	To develop in trainees an understanding of scaffolding components, forms of construction and inspection procedures of basic access scaffolds, to comply with current legislation and Codes of Practice.

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Scaffolding Supervisor (CISRS) combined with the supervisor H&S touchscreen test	5 days	Individuals who intend to or are already working in the field of scaffolds contracting as a supervisor.	To develop the core management skills required to be an effective supervisor of scaffolding operations. To contribute to the professional development of an individual and provide evidence for NVQ Level 3/Level 4 management/supervisory qualification.
Sustainable Construction	1 day	Directors, senior managers and senior project managers	Up-to-the-minute information on project management skills relevant to the industry for maximum business efficiency will look at what is sustainable construction, site waste management plans, practical solutions for minimising environmental impact, environmental mgmt plans, sustainable procurement.
Modern Methods of Procurement and Negotiating Skills	1 day	This course is intended for directors, senior managers and senior project managers	<p>This fast-track course aims to provide up-to-the-minute information on commercial management skills relevant to the construction industry, for maximum business efficiency. Offering a unique opportunity to cover the latest trends in the industry.</p> <p>Designed to make sure that construction professionals are equipped to rise to today's challenges. The Procurement and Negotiation Skills course will help you to:</p> <ul style="list-style-type: none"> ➤ Understand how to maximise the value for money from suppliers and sub-contractors ➤ How to manage the time, quality and cost performance of sub-contractors ➤ Understand the negotiation process, stages and techniques

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Customer Care and Business Development	1 day	This course is intended for directors, senior managers and senior project managers.	This fast-track course aims to provide up-to-the-minute information on customer care and business development skills relevant to the construction industry, for maximum business efficiency. Offering a unique opportunity to cover the latest trends in the industry.
Estimating and Tendering	2 days	For those who undertake the estimating and tendering job function who have received no formal training in this field	To provide understanding of the estimating and tendering process from enquiry, through to tender settlement and handover to project teams for the construction phase. Delegates will be able to produce accurate costings for their company's area of specialism within the industry, so in turn their directors and senior managers will be able to confidently appraise project risk and decide on the final price to offer to clients
Achieving Excellence Through Integrated Teams	3 days	<p>Recent graduates, new recruits to the industry, emerging managers with talent and potential, also rising stars and senior managers</p> <p><u>This works best when you have a team of between 4 and 6 people and 3 or 4 teams with a mix of backgrounds and experience – excellent opportunity for all to appreciate the full picture</u></p>	<p>This course aims to ensure a full understanding of how integrated management teams need to work over the life cycle of a project.</p> <p>This 3 day course makes extensive use of a pre-agreed case study to examine real, live issues and generate a range of possible solutions. Delegates should achieve a clear understanding of strategic partnering, fully integrated teams, processes and innovative methods of working, commitment to mutual objectives, continuous improvement, benchmarking and the elimination of waste at all levels of the supply chain.</p>

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Supervising Behavioural Safety	3 x ½ days	The Supervising Behavioural Practice course is intended for anyone responsible for managing personnel or who has an influence over work activities, along with anyone that has an active interest in improving their daily performance.	<ul style="list-style-type: none"> • Deploy the principles of active supervision back in the work place - improving site performance and safety. • Able to improve team motivation and positive attitudes towards site safety • Contribute towards developing and implementing safe systems in your organisation • Develop and confidently deliver made-to-measure tool box talks
Directors' Responsibilities for Health and Safety	1 day	Company Directors and Senior Managers.	<p>At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> • Identify their duties and responsibilities with regard to Health and Safety Legislation • Identify the financial implications of health and safety in the construction environment • Recognise the non-prescriptive approach to legislation • State the principles of risk assessment and apply health and safety planning • Recognise the need to appoint competent health and safety assistance
Fire Safety Awareness & Marshal Training – inc practical use of fire extinguishers	½ day	Anyone responsible for Fire Safety and acting as a Fire Marshal on site or office based	At the end of the course delegates will have an understanding of the fire prevention, evacuation, Fire Marshal roles and responsibilities, and use of extinguishers arrangements
Asbestos Awareness	½ day	All levels and occupations	

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Lean Construction Methods	1 day	<p>For senior or site managers with little or no previous training on or experience of business improvement.</p> <p>You will also receive some e-learning materials that you can use internally with other staff</p> <p>There are 4 different workshop modules available:</p> <ul style="list-style-type: none"> ➤ Work & Waste ➤ Performance Measures ➤ Collaborative Planning ➤ Workplace Organisation <p>We will be looking to deliver a course with up to 20 delegates (10 companies on the most popular subject areas)</p>	<p>The day would be split up with sessions covering:</p> <ul style="list-style-type: none"> • Lean Construction theory and techniques. • Demonstrations of how to implement these techniques in construction situations using the e-learning resources. • Creation of a Lean Improvement Plan. <p>Here the e-learning would form part of the training on the day and be used post course as reference and instruction in the implementation of the techniques learnt.</p> <p>Delegates will have an understanding of Lean Construction theory and techniques and how these techniques are Implemented. They will also have created an improvement action plan.</p>
Diversity & Cultural Awareness Programme	½ day	All levels – we are hoping to get a mix of attendees at all different levels – to pilot the course and see if it something you would like to roll out within your own companies	To challenge common perceptions, raise awareness of different groups that live and work in Cities and Towns and to make attendees aware of their responsibilities within the work place.

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Equality Impact Assessment Training Programme	1 day	Senior Managers, Managers and Supervisors	<p>For Participants to gain a practical understanding of the purpose of undertaking Equality Impact Assessments and the essential processes used to ensure that the assessments are all inclusive</p> <ul style="list-style-type: none"> - What is an Equality Impact Assessment - How we do them - When Should they be done - Who are they for – identifying Key stakeholders - Organisational Benefits <p>Course Overview</p> <p>The one - day programme provides participants at all levels with practical tools that can be used within the work place when planning and undertaking Equality Impact Assessments.</p> <p>Our new and Innovative approach allows participants to use real case studies, which are either provided direct from the organisation or supplied by Square Orange which helps in the transition of the process back in to the work place.</p> <p>The programme challenges participant’s views and stereotypes in order that they can make the process affective and inclusive to all.</p> <p>The programme culminates in a fun activity that re-affirms key learning outcomes whilst also identifying potential learner gaps in knowledge</p>

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Bricks and Brickwork	1 day	A workshop designed for all construction professionals involved in the Management, Supervision, Design, Specification, Procurement and Inspection of Brickwork.	<p>The workshop will cover the following areas looking at all times at the Design and Construction Considerations, Specifications, Standards and recurring problems; identifying and reducing repetitive problems and eliminating avoidable defects.</p> <p>Standards and Specification – A look at the various bodies and organisations that have an important impact on the design and construction of brickwork.</p> <p>Brickwork Basics – An understanding of the different brick types, bonds, jointing techniques and functional requirements of bricks and cavity wall construction.</p> <p>Facing Bricks Testing and Choice – Looking at BS.EN. Tests for bricks, including the PAS 70 on site dimensional test.</p> <p>Setting Out - Accuracy and alignment including adapting to both brick and building tolerances.</p> <p>Cavity Wall Construction - Wall Ties, Damp Proof Courses, Cavity Trays and Thermal Insulation</p> <p>Mortar Choice and Specification – Understanding designed and prescribed mixes including modern lime mixes.</p> <p>Movement Joints – Location size and frequency including the correct installation.</p> <p>Parapet Walls, Copings and Cappings – Correct design and construction.</p> <p>Workmanship, Supervision and Inspection – A look at the importance of initial preparation and planning to produce quality trouble free brickwork.</p> <p>Supported Brickwork Panels – An understanding of support systems.</p>

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Setting Out & Levelling	1 day	A one-day course designed for site managers, foremen, supervisors and trainees who are required to level and set out for construction and civil engineering work; also suitable for quantity surveyors and architectural staff needing to either measure work or carry out simple surveys. Little or no previous experience is required but some basic understanding of the need to use and transfer levels is desirable.	<p>Primarily a 'hands on' practical course with classroom and theory work kept to a minimum. A majority of the course entails the carrying out of practical exercises to both survey and set out 'real' work, where the delegate will gain experience in the interpretation of surveys and drawings and the use of surveying equipment.</p> <p>On Completion: The course delegates will be able to:-</p> <ul style="list-style-type: none"> ➤ Set out right angles and curves (with hidden radius point) ➤ Set up and use both automatic and laser levels. ➤ Understand potential sources of error in levelling. ➤ Carry out a simple test on the accuracy of the equipment. ➤ Read the level staff, book and reduce levels. ➤ Establish a working benchmark on site. ➤ Record the level of existing features. ➤ Set out given level values, including padstones & flanges (Inverse levels). ➤ Set out profiles/site rails and calculate traveller lengths for drainage runs.
IT Training – Microsoft Project Beginners	1 day	This introductory course is aimed at users who have little or no previous working knowledge of Microsoft Office Project 2003. This will provide delegates with hands on experience of project planning, working through the application to create a project plan from scratch. The course looks at all aspects of the project design and looks at reporting tools.	Introducing Project, Project Planning, Setting Project Parameters Working with Tasks, Working With Resources, Project Charts and Reports

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IT Training – Microsoft Project Intermediate	1 day	This intermediate course is aimed at users who have a basic knowledge of Microsoft Office Access and require the skills to further enhance the capabilities of existing databases, via intelligent queries, user friendly forms and complex reporting. It is recommended delegates have a hands-on knowledge of the design of databases, prior to attending this course.	Further Table Design, Intelligent Queries, Further Form Design Options, Further Report Design Options, Importing Data into Access
IT Training – Excel – Basic	½ day or 1:1	This introductory course is aimed at users who have little or no previous working knowledge of Microsoft Office Excel 2003. This will provide delegates with hands on experience of creating spreadsheets from scratch, printing and page set up options, as well as chart creation. Delegates will leave with the ability to work confidently within Microsoft Office Excel 2003.	
IT Training – Excel – Int/Advanced	½ day or 1:1	This intermediate course is aimed at users who have a comfortable working knowledge of Microsoft Office Excel 2003 and wish to gain skills in some of the features within Excel that can enhance spreadsheets. The course is hands on and delegates will update and create intelligent formulae and efficient spreadsheets.	
IT Training – Word – Basic	½ day or 1:1	This introductory course is aimed at users who have little or no previous working knowledge of Microsoft Office Word 2003. This will provide delegates with hands on experience of creating a number of documents. The delegates will work through the day looking at how simplistic document creation can be.	
IT Training – Word – Int/Advanced	½ day or 1:1	This intermediate course is aimed at users who have a comfortable working knowledge of Microsoft Office Word 2003 and wish to gain skills in creating more complex documents, and provides an overview of the mail merge features of the application.	

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IT Training – Outlook (email) Basic	½ day or 1:1		
IT Training – Outlook (email) Int/Advanced	½ day or 1:1		
IT Training – Other – Basic (please state)	½ day or 1:1		
IT Training – Other – Int/Advanced (please state)	½ day or 1:1		
Sage Training – please state level – group or 1:1 preferred	1 day or 1:1		

Further details on the exact course content is available, please ask Sam Farmery for further information