

Assessor & Verifier Courses

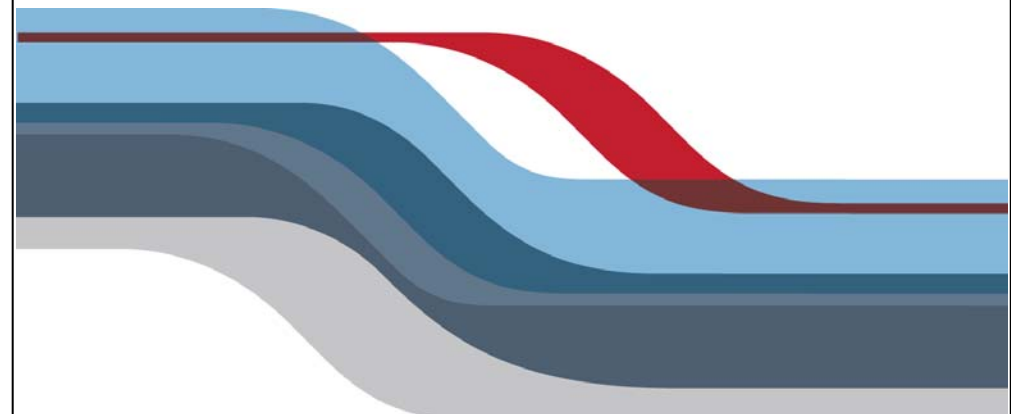
- Level 3 Award in Assessing Competence in the Work Environment
- Level 4 Award Assuring the Quality of Assessment

Contact Us

please contact our business development team on
020 8918 7272
e-mail business@south-thames.ac.uk
www.south-thames.ac.uk/employers

Professional Development Courses

Helping your business grow



Welcome to the South Thames College Business Development Unit. We are a professional training centre and we are proud to offer your organisation training at a subsidised cost with the guarantee that our training will be of the highest quality - exactly what you should expect from a College that has been established for over 100 years.

We offer an extensive range of training programmes that can be booked as group sessions and delivered on your premises. If you can't find the course that you're looking for, please contact us with your requirements and we will tailor courses to meet your business objectives.

General Short Courses

- Emergency First Aid
- Equality & Diversity
- Fire Safety Awareness
- Fire Warden
- First Aid at Work (4 days)
- Health & Safety
- Health & Safety Risk Assessment
- IOSH
- NEBOSH
- Promoting Independence for Equal Opportunities

Business Skills Short Courses

- Assertiveness at Work
- Business Writing Skills
- Customer Service Excellence
- Developing Self Esteem & Assertiveness
- Discovering the Secrets of Self-confidence
- Effective Communication
- Event Management
- Handling Difficult Situations (1/2 day)
- Influencing & Negotiating Skills
- Maintaining Professional Boundaries
- Minute Taking (1/2 day)
- Press and PR Writing
- Professional Presentation Skills (2 days)
- Project Management for Beginners
- Sales – An Introduction
- Time Management

IT Short Courses

- Understanding Windows, Microsoft Office & Email
- Microsoft Excel Introduction, Intermediate or Advanced

- Microsoft Word Introduction, Intermediate or Advanced
- Microsoft Access Introduction, Intermediate or Advanced
- Microsoft PowerPoint Introduction, Intermediate or Advanced
- Managing Microsoft Outlook
- Microsoft Project

Leadership & Management Short Courses

- Appraisal Skills
- Change Management
- Coaching & Mentoring Skills for Managers
- Effective Delegation Skills
- Effective Supervisor
- Employment Law
- Essentials of Management
- Interviewing & Selection Skills
- Introduction to Management (2 days)
- Managing of Challenging Behaviours
- Managing Pressure
- Performance Management
- Running Effective Meetings (1/2 day)
- Train the Trainer (3 days)

Health & Social Care

- Autism Awareness
- Basic Food Hygiene & Food Hygiene Awareness
- Care Planning
- Conflict Management
- Dementia Care
- Infection Control
- Management of Challenging Behaviours
- Mental Health Awareness
- Moving & Handling Objects
- Moving & Handling of People
- Nutrition Awareness
- Paediatric First Aid (2 days)
- Person Centred Thinking
- Personal Safety Awareness
- Recognising & Responding to Abuse
- Risk Assessment in the Care Environments
- Safeguarding of Vulnerable Children
- Safe Handling of Medicine