



Communication Skills

1 day

Practical training to improve communication with others. Includes face to face, written communication, body language, listening skills, questioning skills.

Presentation Skills

1 day

Practical introduction to the art of oral presentation developed from over 30 years of experience in the presentation business. Course includes ways to clarify the objective of the presentation, how to brain storm and develop ideas, sorting out the storyboard and writing the script to the preparation of visual aids and the dos and don'ts of putting it across.

Time Management

1 day

A course designed to eliminate the time wasters with 20 ways to improve use of personal time. Course includes guidance on how to say NO! and some tricks for developing personal assertiveness. Course examines how you use your time and provides real direction for improving your personal organisation and use of time.

Job Instruction Technique

2 days

A course in well proven techniques for skills training including job analysis, job breakdown techniques, presentation of instruction and the 4 step plan to effective job instruction.

People Management Skills Modules (ILM)

½ or 1 day

Short practical modules on key skills including Leadership, Motivation, Planning and Control, Discipline, Problem Solving and Change Management.

Customer care

½ or 1 day

Tailored ½ and 1 day practical training in understanding customers and on how to keep customers (including internal customers) happy!

Report Writing

½ day

A course on how to write effective reports and achieve action.

Interviewing Techniques

1 day

A practical course to improve interviewing skills. Course includes a range of interview situations appraisal, recruitment, disciplinary issues and how to get organised – clarifying the objective, people specs, legislative issues, research, asking the right questions, use of language, reading the body language, pitfalls of note taking. Interview structure with role plays to develop understanding.

Problem Solving

1 or 2 day

Practical training in the science of problem solving includes The Problem Solving Process, Root Cause Analysis, Pareto, Cause and Effect, Fault Tree and Statistical techniques.

Safety and Training Support Services

Spark Green Cottage, 45 Helme Lane, Meltham, Holmfirth, West Yorkshire HD9 5PF
t: 01484 351 263 e: les.sunderland@stsservices.co.uk w: www.stsservices.co.uk



Grinding Wheel Safety

½ or 1 day

Course is designed to meet the legal requirements for competence in mounting and maintenance of abrasive wheels and includes PUWER 98, reference to noise and Dust and Electrical issues as well as wheel inspection, mounting, maintenance and storage with practical demonstrations and post course test. Specific course for angle grinders and Sthil saws.

Power Press Safety

1 day

A course to meet requirements for competence in power press inspection as demanded by the PUWER Regulations 98 Part 4. Course covers legal requirements, power press mechanisms, safeguarding systems, tool design implications, press lubrication and maintenance considerations, the work of the tool setter and daily press inspection and periodic thorough examination. Delegates issued with press cards. Post course test included.

Woodworking Machine Safety – Circular Saws

½ day

A course to meet PUWER requirements on the safe operation of Circular saws, Radial arm cross cuts , 'chop' saws.

Woodworking Machine Safety – General

1 day

A course to meet PUWER requirements on the safe operation of Circular and Radial arm cross cut saws , 'chop' saws, Band saws and Planer Thicknessers.

Manual Handling

½ or 1 day

A course designed to ensure safe manual handling techniques are practiced by staff where hazardous manual handling cannot be avoided. The course includes reference to employee responsibilities under the MHOR, The Risk Assessment Process, effects of poor handling on the body and range of musculo skeletal injuries as well as correct handling technique.

Fire Warden

½ day

A course designed for those who are responsible for evacuation and initial control action in fire emergency. The course is supported with a video.

Asbestos Awareness

½ day

This course spells out the dangers of exposure to asbestos fibres and the precautions necessary to avoid respiratory illness.

Ladder Safety

1 day

A course designed specifically for those who use ladders and step ladders. Includes the law, assessing the risks, erecting the equipment and safety precautions. Post course test.

Work at Height

1 day

A course designed to provide an understanding of the Work at Heights Regulations and the issues raised over a range of access methods including ladders, scaffolds, MEWPS, and includes working at height from ladders, towers, and access equipment and work on fragile, flat and pitched roofs. Course looks at the risk assessment process, the risks and safety precautions and includes post course test.

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Racking Inspection

½ day

A course to provide basic competence in the examination of industrial storage racking.

Display Screen Equipment

½ day

A course for employees designed to provide the necessary understanding of the risks and how to avoid them through good workstation set and use.

Display Screen Equipment – Assessment Course for Managers

½ day

A course to facilitate effective management of display screen based activity. Includes the law, risk assessment, monitoring required and employee rights.

Fire Safety and Risk Assessment

1 day

A course for on assessing fire risk. Legislation, the fire triangle, flammables storage, fire spread issues, fire warning, means of escape – requirements for routes, signage, emergency lighting and exits. Employee training – fire fighting and fire evacuation.

Sharps and BBVs

½ day

This course is aimed at caretakers and trades persons as well as public sector workers who face the increasing threat of needlestick or other sharps related injury that may expose them to blood borne viruses such as Hepatitis, HIV or Tetanus. The course looks at the legislation, the risk assessment process, the control measures that can be put in place and allays fears about the risk of BBVs.

Assessing Risk

1 day

A practical course on the risk assessment process includes the management regulations and specific requirements (noise, COSHH, vibration, etc), identifying hazards, establishing risk in quantifiable and qualifiable terms, and the hierarchy of controls.

COSHH and COSHH Assessments

1 day

A detailed introduction that facilitates a practical experience of the assessment process based on HSG 193.

Accident Investigation and Reporting

1 day

A practical introduction to the legal and moral implications of loss event investigation and reporting based on HSG 245 and including RIDDOR.

Management Safety Awareness

1 day

An introduction to the implications of current safety legislation for those in senior management positions and the issue of organisational culture.

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Scaffold Inspection

½ day

A basic course designed to provide users with an understanding of scaffold components, features and defects together with an appreciation of the formal 7 day scaffold inspection process sufficient to enable them to make judgements about the safety of a scaffold.

Safety Awareness for Employees

½ day

A practical introduction to the implication of current legislation and the importance of a proactive health and safety culture with exercises and case studies.

Mind Your Hands

½ day

A practical introduction with video on hand safety and hand protection.

Supply of Machinery Regulations

1 day

A detailed insight into the legislation and implications for CE marking.

PUWER and LOLER

1 day

A detailed insight into the PUWER and LOLER 98 and healthy and safety implications for the organisation.

Job Safety Analysis

1 day

A practical input designed to provide the necessary skills to analyse tasks for safety implications including hierarchical task analysis.

Control of Noise at Work

1 day

A practical introduction to the legislation, the assessment process, noise control measures, employer and employee responsibilities.

CDM 2007

½ day

An awareness course designed to update managers and employees with regard to the new CDM 2007.

First Aid

1 to 4 days

Appointed persons 1 day and 4 day certificate courses delivered through HSE registered first aid specialist who also provides site first aid.

Slinger Banksman

1 day

Practical on site training to meet LOLER requirements delivered through a specialist (ex Steel Industry).

Detailed Programmes are available for all course titles on request.

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