

SHORT COURSES FOR SME BUSINESSES

Total People are offering a series of fully funded short courses for people who want to gain some professional development.

These courses provide an excellent way to upskill and develop your staff with the latest knowledge, keep your business competitive and provide skills development to help employees progress in their career.

These courses are delivered in partnership with Skills Support for the Workforce, part of the Growth Company.

Benefiting from European Social Fund, these courses have **no cost** to your business (if you meet the eligibility requirements).

Individuals will receive a certificate of continuing professional development from Total People on completion of the training that can support career development goals.

COURSE DELIVERY

These courses can be delivered at your business premises if you have a group of staff who are eligible. Alternatively, we can deliver classroom based sessions at pre-agreed set dates.

WHO IS ELIGIBLE?

- You must be a business operating within the Greater Manchester LEP area.
- Priority would be given to employees in Greater Manchester that fall into one or more of the following priority groups:
 - Older workers aged 50+
 - Young workforce aged 19-24
 - Workers with learning disabilities - including LLDD
 - Women
 - Lone parents
 - Low skilled workers - who do not have a full Level 2 (or equivalent) qualification
 - Low paid workers, workers on part-time or temporary contracts including individuals in receipt of in-work Universal Credit
 - Low paid or low skilled workers who are not able to progress with their current employer or sector, and who could progress with skills support outside of their current employment
 - Workers at risk of redundancy or those unemployed through redundancy in the previous 3 months.



SHORT COURSES AVAILABLE

Coaching/Mentoring	Introduction to Coaching
	What is a Mentor?
Finance	Bookkeeping (Level 2)
	Managing Budgets and Resources
Health and Social Care	Certificate in Preparing to Work in Adult Social Care (Level 2)
	Certificate in Preparing to Work in Adult Social Care (Level 3)
	Cleaning and Support Service Skills
	Communication in Health and Social Care
	Dementia Awareness
	Mental Health Awareness
Hospitality	Food Production Cooking (Level 2)
	Food Safety
	Hospitality - Food and Beverage (Level 2)
	Kitchen Services (Level 2)
	Personal Licence
	Professional Cook (Level 2)
IT	Spreadsheets
	Word
Management and Leadership	Building Stakeholder Relationships
	Chairing and Leading Meetings
	Contributing to the Delivery of a Project
	Delivering a Presentation
	Developing a Presentation
	Implementing Change
	Managing a Team to Achieve Results
	Managing Budget and Resources
	Managing Daily Activities to Achieve Results
	Managing Data and Information
	Managing Own Personal and Professional Development
	Negotiating in a Business Environment
	Principals of Management and Leadership
Project Management	

HOW TO BOOK

To book, please go to esfcourses.eventbrite.co.uk

To discuss your requirements and for further information, please contact our Business Development team at enquiries@totalpeople.co.uk or call us on **03333 222 666**.