



SIGTA LIMITED COURSE PLANNER 2020

COURSE TITLE	DURATION	MONTH												
		DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MANAGEMENT DEVELOPMENT														
Train The Trainer	2			25/26			10/11				13/14			
Supervisor Development	2		18/19			19/20				22/23				
Managing People	2				28/29			8/9				17/18		
Appraisal Training	1			12			24			8				
Team Building	1		26			14					22			
Apprentice Mentoring	1			31				21						8
HEALTH AND SAFETY														
First Aid at Work	3	13/20/22		2/9/11	27/	4/6	8/15/17			7/9/15	12/19/21	30/	7/9	
First Aid Requalification	2	8/9	3/5	4/5	21/22	11/13		15/16		14/16	6/7	9/11	15/16	
Annual First Aid Update (Certificated First Aiders Only)	1			18			17				8			
Emergency First Aid	1	13		2	27		8			7	12	30		
Automated External Defibrillator (AED)	0.5	DATES ON REQUEST												
Paediatric First Aid	2	DATES ON REQUEST												
Power Press Setter Regulations	1		24			18				28				
Safety in the Use of Abrasive Wheels	0.5		10				11			14				
Manual Handling	1.5 Hrs			19		12		2			15			
Display Screen Equipment Regulations	2-3 Hrs	DATES ON REQUEST												
Introduction to Risk Assessment	0.5		25				18			10				2
Health & Safety Awareness	1			24		18				24		19		
Safety Representatives	2		27/28				22/23				21/22			
Safe Slings	1	DATES ON REQUEST - ON SITE ONLY												
Fire Warden	0.5	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.												
Working at Heights Regulations	0.5													
Confined Spaces Awareness	0.5													
Spillage Training	2 Hrs													
Ladder Safety Training	1.5 Hrs	DATES ON REQUEST - ON SITE ONLY												
Overhead Gantry Crane	1	DATES ON REQUEST - ON SITE ONLY												
Banksman	1	DATES ON REQUEST - ON SITE ONLY												
INFORMATION TECHNOLOGY														
Word Processing : Microsoft Word Level: Basic / Intermediate or Advanced	2	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.												
Spreadsheets : Microsoft Excel Level: Basic / Intermediate or Advanced	2													
Presentations : Microsoft PowerPoint Level: Basic / Intermediate or Advanced	2													
Databases : Microsoft Access Level: Basic / Intermediate or Advanced	2													
ICT Functional Skills	-	PLEASE ENQUIRE												
TECHNICAL DEVELOPMENT														
Portable Appliance Testing (PAT)	1	DATES ON REQUEST Training can be delivered at SIGTA or on customer site.												
Introduction to Electrical Safety	1													
Mechanical to Electrical, Safe Isolation of Supply & Electric Motors	2													
Introduction to Electricity	1													
LIFT TRUCKS														
Reach * & Counterbalance Novice, Experienced, Refresher/ Conversion	1-5	DATES ON REQUEST Duration from 1 - 5 days, dependent on requirement and experience. Courses marked * can only be delivered on customer sites.												
Pedestrian Operated Pallet Mover / Stacker Trucks*	1-5													
Pedestrian Ride On Trucks*	1-5													
Side Loader*	1-5													
Mobile Elevation Work Platforms (MEWPs): - Telescopic, Boom & Scissors*	1-2													
Rough Terrain Telescopic Handler up to 9m*	1-5													
Rough Terrain up to 9m*	1-5													
Lorry Mounted (HIAB)*	1-5													

