SIGTA LIMITED
COURSE PLANNER 2021

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