

## SIGTA LIMITED **COURSE PLANNER 2021**

MANAGEMENT DEVELOPMENT	DURATIO	N					MONTH						
MANAGEMENT DEVELOPMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DE
Frain 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	ОСТ	NOV	DE
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	
First Aid Requalification	2	6/7		2/3	21/22	11/12	7/9	** * * * * * * * * * * * * * * * * * * *		8/9	5/6	9/10	
		25/27		22/24	26/28	11/12	22/23			20/22	18/20	22/24	
Annual First Aid Update (Certificated First Aiders Only)	1		10	9	40		24			40	14	2	
Emergency First Aid	1		10		19	D 4 T	30	D F O II	F 0 F	16		3	
Automated External Defibrillator (AED)	0.5			2/12		DAT	ES ON	REQU	EST	0.1/00	I	I	
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					DAT	ES ON	REQU	EST				
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				DATES	ON R	EQUES	T – O N	SITE	ONLY			
Fire Warden	0.5												
Norking at Heights Regulations	0.5		DA	TES ON R	EOHEST				$\overline{}$				
Confined Spaces Awareness	0.5	>		0 0	cocsi. se delivere	ed at SIGT	A or on C	ustomer					
Spillage Training	2 Hrs		site										
_adder Safety Training	1.5 Hrs	l J											
	1.5 Hrs				DATES	ON R	FQUES	T - O N	LSITE	ONLY			
Overhead Gantry Crane	1.5 Hrs 1	<u> </u>			D A T E S D A T E S								
Overhead Gantry Crane Banksman	1	JAN	FEB		DATES DATES <b>APR</b>						ОСТ	NOV	DE
Overhead Gantry Crane Banksman  NFORMATION TECHNOLOGY  Word Processing : Microsoft Word	1	JAN	FEB		DATES	ON R	EQUES	T – O N	N SITE	ONLY		NOV	DE
Overhead Gantry Crane  Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel	1 1 DAYS	JAN		MAR	APR	ON R	EQUES	T – O N	N SITE	ONLY		NOV	DE
Ladder Safety Training  Overhead Gantry Crane  Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced	1 1 DAYS	JAN	DATE Traini	MAR S ON REC	APR	ON R	JUN	JUL	N SITE	ONLY		NOV	DE
Overhead Gantry Crane  Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Databases: Microsoft Access	1 1 DAYS 2 2	JAN	DATE	MAR S ON REC	APR  QUEST.	ON R	JUN	JUL	N SITE	ONLY		NOV	DE
Overhead Gantry Crane Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Oatabases: Microsoft Access Level: Basic / Intermediate or Advanced	1 1 DAYS 2 2 2	JAN	DATE Traini	MAR S ON REC	APR  QUEST.	ON R MAY at SIGTA	JUN  or on Cus	T - ON JUL tomer	AUG	ONLY		NOV	DE
Overhead Gantry Crane  Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Databases: Microsoft Access Level: Basic / Intermediate or Advanced  CT Functional Skills	1 1 DAYS 2 2 2 2 -		DATE Traini site.	MAR S ON REC	APR  QUEST.  delivered	ON R MAY  at SIGTA	JUN  or on Cus	T - ON  JUL  tomer	AUG RE	ONLY	OCT		
Overhead Gantry Crane Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Databases: Microsoft Access Level: Basic / Intermediate or Advanced  CT Functional Skills  TECHNICAL DEVELOPMENT	1 1 DAYS 2 2 2 2 - DAYS	JAN	DATE Traini	MAR S ON REC	APR  QUEST.	ON R MAY at SIGTA	JUN  or on Cus	T - ON JUL tomer	AUG	ONLY		NOV	
Overhead Gantry Crane Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Databases: Microsoft Access Level: Basic / Intermediate or Advanced  CT Functional Skills  TECHNICAL DEVELOPMENT  Portable Appliance Testing (PAT)	1 1 DAYS 2 2 2 2 - DAYS 1		DATE Traini site.	MAR S ON REC	APR  APR  APR	ON R MAY  at SIGTA	JUN  or on Cus	T - ON  JUL  tomer	AUG RE	ONLY	OCT		
Overhead Gantry Crane  Banksman  INFORMATION TECHNOLOGY  Word Processing: Microsoft Word Level: Basic / Intermediate or Advanced  Spreadsheets: Microsoft Excel Level: Basic / Intermediate or Advanced  Presentations: Microsoft PowerPoint Level: Basic / Intermediate or Advanced  Databases: Microsoft Access Level: Basic / Intermediate or Advanced  ICT Functional Skills  TECHNICAL DEVELOPMENT  Portable Appliance Testing (PAT)  Introduction to Electrical Safety	1 1 DAYS 2 2 2 2 DAYS 1 1		DATE Traini site.	MAR S ON REC	APR  APR  APR	ON R MAY  at SIGTA  P L MAY	Or on Cus	T - ON  JUL  tomer	AUG RE	ONLY	OCT		DE
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