



SIGTA LIMITED COURSE PLANNER 2022

COURSE TITLE	DURATION	MONTH											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MANAGEMENT DEVELOPMENT	DAYS												
Train The Trainer	2			22/23			28/29					8/9	
Supervisor Development	2		22/23			25/26				15/16			
Managing People	2			24/25				12/13				21/22	
Appraisal Training	1			21			15			8			
Team Building	1		15			11					18		
Apprentice Mentoring	1			29				18					1
HEALTH AND SAFETY	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
First Aid at Work	3	10/17/19	3/8/10	7/14/16	31 Mar/5/7	10/12/17	7/14/16	4/6/11		20/27/29	10/12/17	10/15/17	5/7/12
First Aid Refresher	2	6/7 12/13	16/17	9/10	27/28	18/19	8/9 21/22			13/14 21/22	5/6 19/20	28/29	14/15
Annual First Aid Update (Certificated First Aiders Only)	1	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.											
Emergency First Aid	1	10	3	7 31		10	7	4		20	10	10	5
Automated External Defibrillator (AED)	0.5	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.											
Paediatric First Aid	2	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.											
Power Press Setter Regulations	1		24			24				7			
Safety in the Use of Abrasive Wheels	0.5		9				23			12			6
Manual Handling	1.5 Hrs			15		16		14			11		
Display Screen Equipment Regulations	2-3 Hrs	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.											
Introduction to Risk Assessment	0.5		2			23				19			
Health & Safety Awareness	1			8			13				24		
Safety Representatives	2			17/18				20/21				2/3	
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	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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												

