



SIGTA LIMITED COURSE PLANNER 2023

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			24/25				12/13			
Managing People	2			20/21				12/13				21/22	
Appraisal Training	1			20			13			6			
Team Building	1		15			10					18		
Apprentice Mentoring	1			29				17					4
FIRST AID	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
First Aid at Work	3	9/11/16	2/7/9	13/15/20	17/19/25	9/11/15	8/12/14	5/10/12		11/13/18	9/10/16	13/16/20	4/6/11
First Aid Refresher	2	18/19 31/1 Feb	20/21	7/8	3/4		20/21			5/6 25/26	4/5 18/19	7/8 27/28	13/14
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	9	2	13	17	9	8	5		11	9	13	4
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.											
Mental Health Awareness	0.5			1			5			4			
Mental Health First Aid	2			14/15			19/20			18/19			
HEALTH AND SAFETY	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Power Press Setter Regulations	1		23			24				7			
Safety in the Use of Abrasive Wheels	0.5		3				5			15			4
Manual Handling	1.5 Hrs			15		16		13			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			12				24		
Safety Representatives	2			20/21				18/19				1/2	
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
MS Word—MS Excel—MS Powerpoint—MS Access Level: <i>Basic / Intermediate or Advanced</i>	2	DATES ON REQUEST. Training can be delivered at SIGTA or on Customer site.											
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												
Lean	1-5	DATES ON REQUEST Duration from 1 - 5 days, dependent on requirement and experience. Courses marked * can only be delivered on customer sites.											
LIFT TRUCKS	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Reach * & Counterbalance</i> 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												

