

## **TRAINING COURSES AVAILABLE AT OTC**

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**JANUARY - JUNE 2008**

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■ HEALTH & SAFETY

■ CONSTRUCTION

■ MANAGEMENT

■ FORK LIFT TRUCK

■ ADMINISTRATION

## Welcome to OTC Training

*OTC understands that training and staff development is an integral part of business development.*

*Our exciting training programme is designed to meet your training needs, enabling your business to reach its full potential.*

*Our open course schedule for the next 6 months aims to provide informative, enjoyable and practical training for delegates.*

### ***Bespoke Training Provision***

*OTC also offers bespoke training provision, ideal for companies with specific requirements or those with a number of delegates to train.*

*Customised training provision can be carried out at the Training Centre or can be delivered on your company's premises.*



### OTC Consultancy

**OTC offer a Comprehensive Support Service in Human Resources. We can offer up to 1 hour FREE consultation on a personnel issue of your choice.**

**For further details please contact**

**VICKY BOOKER  
0161 624 5360**

## Welcome to OTC Training

*The OTC training centre is the venue for all open courses. It is situated on Lees Road in Oldham Town Centre; just 10 minutes walk from Oldham Mumps Train Station. There is parking for course delegates on site. Our Training Rooms are air-conditioned and are fully accessible for the disabled.*

*Our dedicated tutors are also available to deliver training on your own premises if required. Phone 0161 624 5360 for further information.*

### **BOOKING INFORMATION**

*Please read the following information before booking your training course.*

- *All courses include refreshments and lunch unless otherwise indicated.*
- *All prices are quoted excluding VAT.*
- *Non member companies are required to pay for all training in advance.*
- *Cancellation:*  
*14 days prior to commencement - 50% refund, less than 7 days - No refund*
- *Substitution can be made at any time without incurring penalty.*
- *OTC reserves the right to cancel or re-schedule a course if minimum numbers are not achieved.*
- *OTC operates a non-smoking policy on its premises.*
- *Certificates for training will only be issued on receipt of full payment.*

Date	Course	Member Cost +VAT	Non-Member +VAT
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### **HEALTH & SAFETY (Accredited by IOSH)**

Monday 11, Tuesday 12 February, Monday 18, Tuesday 19 February	Managing Safely 4 Day Course	£525	£650
Wednesday 12 March	Working Safely 1 Day Course	£130	£150
Monday 14, Tuesday 15 March Monday 21, Tuesday 22 March	Managing Safely 4 Day Course	£525	£650
Wednesday 25 June	Working Safely 1 Day Course	£130	£150
Monday 9, Tuesday 10 June Monday 16, Tuesday 17 June	Managing Safely 4 Day Course	£525	£650

### **FIRST AID (Accredited by HSE)**

Thursdays 17, 24, 31 January & 7 February	First Aid At Work 4 Day Course	£190	£210
Thursday 21 February	First Aid Appointed Person 1 Day Course	£70	£80
Thursdays 6, 13, 20 & 27 March	First Aid At Work 4 Day Course	£190	£210
Thursday 17 April	First Aid Appointed Person 1 Day Course	£70	£80
Thursdays 8, 15, 22 & 29 May	First Aid At Work 4 Day Course	£190	£210
Thursday 19 June	First Aid Appointed Person 1 Day Course	£70	£80

*2 day refresher courses for First Aid at Work are also available.  
All prices subject to VAT.*

Date

Course

Member  
Cost  
+VAT

Non-  
Member  
+VAT

### ***CONSTRUCTION (CCNSG/SCATTS Accredited by ECITB)***

Monday 28, Tuesday 29 January	Safety Passport 2 Day Course	£130	£150
Monday 25, Tuesday 26 February	Safety Passport 2 Day Course	£130	£150
Monday 17, Tuesday 18 March	Safety Passport 2 Day Course	£130	£150
Monday 28, Tuesday 29 April	Safety Passport 2 Day Course	£130	£150
Monday 19, Tuesday 20 May	Safety Passport 2 Day Course	£130	£150
Monday 23, Tuesday 24 June	Safety Passport 2 Day Course	£130	£150

*1 Day Supervisor and 1 Day Refresher available.*

### ***Management (Accredited by The Institute of Leadership & Management-ILM)***

Introductory Team Leader

Introductory Certificate in First Line Management

Certificate in First Line Management

NVQ's in Management Levels 2, 3 & 4

Please contact OTC for further details

*Non member companies are required to pay for training in advance.*

Date	Course	Member Cost +VAT	Non-Member +VAT
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### ***FLT (Accredited by RTITB)***

Dates by agreement	* Counter Balance 5 Day Course - Novice	£450	£475
*Maximum 3 persons per course	* Counter Balance 3 Day Course - Experienced	£375	£400
	* Reach 5 Day Course - Novice	£450	£475
	* Reach 3 Day Course - Experienced	£375	£400
	Pedestrian Operated 1 Day Course	£85	£95
	* Narrow Aisle 5 Day Course - Novice	£450	£475
	* Narrow Aisle 3 Day Course - Experienced	£375	£400
	Theory for Supervisors 1 Day Course	£150	£175
	* Refreshers 1 Day Course	£150	£175

### ***SAFETY TRAINING***

Monday 14 January	Slinging Techniques 1 Day Course	£135	£150
Friday 25 January	PAT Testing 1 Day Course	£80	£90
Monday 11 February	Abrasive Wheels 1 Day Course	£135	£150
Friday 29 February	PAT Testing 1 Day Course	£80	£90
Monday 10 March	Slinging Techniques 1 Day Course	£135	£150
Monday 21 April	Abrasive Wheels 1 Day Course	£135	£150
Friday 25 April	PAT Testing 1 Day Course	£80	£90
Monday 12 May	Slinging Techniques 1 Day Course	£135	£150
Friday 30 May	PAT Testing 1 Day Course	£80	£90
Friday 20 June	PAT Testing 1 Day Course	£80	£90
Monday 30 June	Abrasive Wheels 1 Day Course	£135	£150

*All prices subject to VAT.  
Non member companies are requested to pay for training in advance.*

## OTHER COURSES AVAILABLE AT OTC

Manual Handling  
Risk Assessment

Food Hygiene  
PAT Testing

Use of Fire Equipment  
A1 & A2 Assessors Awards  
NVQ's in Health & Safety Levels 2, 3 & 4

OTC can also provide qualified staff to carry out PAT testing  
on electrical equipment on your premises.

Date	Course	Member Cost +VAT	Non- Member +VAT
Wednesday 9 April	Disciplinary Training for Line Managers	£200	£225
Tuesday 12 February	Appraisal Skills	£130	£150
Tuesday 4 March	Telephone Techniques	£130	£150
Tuesday 22 April	Time Management	£130	£150
Wednesday 21 May	Presentation Skills	£130	£150
Tuesday 10 June	Customer Care	£130	£150
Tuesday 24 June	Interview Techniques	£130	£150
Wednesday 4 June	Absence Management for Line Managers	£200	£225

## IT COURSES

ITQ (NVQ Level 2)  
Word

ECDL  
Access

Excel

Dates and costs on request

*If these dates are not suitable or you require training not shown,  
please do not hesitate to contact us on 0161 624 5360.*

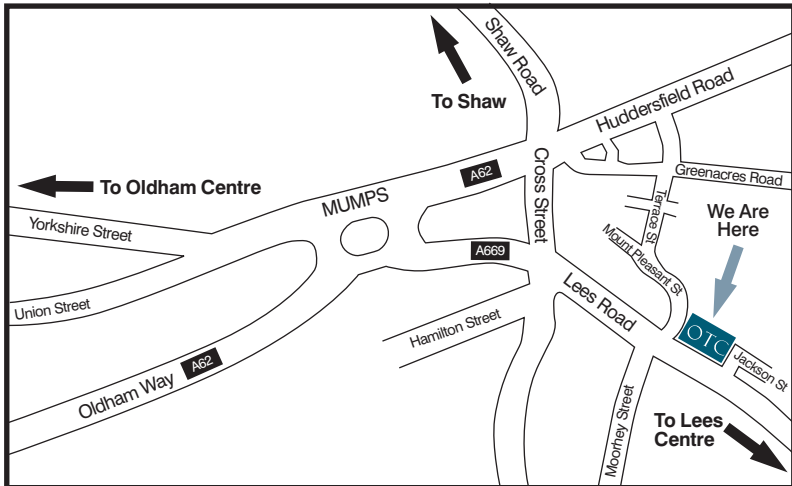


TRAINING

If you require any further information on any of these or other courses you may require,

Please Contact  
John Spencer  
on

0161 624 5360 or 0161 785 7360  
email: [jspencer@otctraining.co.uk](mailto:jspencer@otctraining.co.uk)



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