

# TRAINING, DEVELOPMENT AND CONSULTANCY FOR YOUR BUSINESS



Centre For Assessment Lee House 90 Great Bridgewater Street Manchester M1 5JW Call us on 0161 359 3405 or email cfatraining@centreforassessment.co.uk to find out how we can help your business.

# **ABOUT CENTRE FOR ASSESSMENT**

Centre for Assessment offer a wealth of commercial training courses for organisations looking to upskill their staff – from short, one or half-day sessions, to longer qualification programmes and tailored training geared around your specific needs.

We are flexible in our delivery; we can train during the day, evening or at weekends to fit your needs. We can deliver training on your premises throughout the UK at very competitive rates. Delegates can also attend our regular open course schedule and train at our training centre in Manchester city centre.

From regulatory issues, to management, marketing and professional qualifications – Centre for Assessment can get your employees up-to-speed in areas crucial to your company.

If you cannot find the training you're looking for, enquire with us as it's likely we can deliver it!

## **BUSINESS COURSES**

## **Sales and Marketing**

Sales Masterclass (face to face) 30 Jan (1 day)

## **Leadership and Management**

Building Stronger Teams 4 Feb (1 day)
Practical Leadership 23 Jan (1 day)
Leadership in Action 19 Feb (1 day)
Transition from Colleague to Manager 19 March (1 day)

#### **Essential Business Skills**

Better Business Negotiations 19 Mar (1 day)
Professional Presentation Skills 16/17 Jan (2 days)
Time Management 25 Feb (1 day)
Train the Trainer 25/26 Mar (2 days)
Business Writing Skills 5 Mar (1 day)

## **Accounting and Finance**

Finance for Non Finance Managers 11 Feb (1 day)

## **IT Training**

Intermediate Excel 29 Jan (1 day) Advanced Excel 20 Feb (1 day)

## REGULATORY COURSES

L2 Award in Food Safety 12 Feb (1 day)

L4 Award in Managing Food Safety 11/18/25 Mar & 1/8/22 Apr (6 days)

L4 Award in HACCP 14/21 Jan & 11/18/24 Feb & 3 Mar (5 days)

L4 Award in Health & Safety in the Workplace 27 Feb (1 day)

L3 First Aid at Work Certificate 11/12/13 Feb (3 days)

L3 Emergency First Aid at Work 24 Jan (1 day)

Fire Marshal - 14/30 Jan & 11/26 Feb & 12/24 Mar (0.5 day)

## TECHNICAL COURSES

Mental Health First Aid 3/4 Feb (2 days)
ISO 9001 Internal Auditor Training (1 day)
ISO 27001 Internal Auditor Training (2 days)
Implementing Lexcel (v6.1) Manchester (1 day)
Implementing Lexcel (v6.1) London (1 day)
Conveyancing Quality Scheme (CQS) to Lexcel (0.5 day)

## Get in touch

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## **Bespoke Training**

Every business is different and so are their workforce development needs. That's why we offer a range of bespoke training packages, designed from the ground-up to meet your requirements and budget.

Our expert training team has a wealth of experience in providing tailored training to organisations of all shapes and sizes and you can either pick and mix sessions from any of our courses, or request your own content and topics based on issues you've identified within your own company.

## Consultancy

Whether you've got a rough idea of your training needs, or want expert advice on identifying emerging skills gaps or organisational development opportunities, we can help.

From health and safety to fire consultancy and various types of coaching, our expert staff can deliver the training you need, where and when you need it.

## **Technical Training**

We provide training to assist and prepare you and your staff for the assessment and certification process on a range of quality standards. We can support and develop internal auditors and champions to ensure systems and procedures are robust and fully implemented.

#### What our customers say

"We were very impressed with the results of the management training delivered by Centre for Assessment. It helped the managers to define their roles and responsibilities and enabled us to enhance practices in a practical, productive and sustainable way."

- Leisure Technical Consultants Ltd