

# Business Essentials



Choose your Training  
Courses and stay ahead  
of the competition.

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Southport College -  
Working with you to meet the  
challenges of tomorrow and  
stay ahead of the competition

It's easy to neglect staff training in the current financial climate, but investing in your staff is even more important in challenging times. Businesses who don't invest are two and a half times more likely to fail than those who do.\*

We are committed to providing you with cost effective and high quality training solutions that meet the needs of your business. With prices starting from £40.00 per person, Southport College has a range of courses to help you improve on the essential skills to succeed in business.

\*Department for Business Innovation and Skills  
3rd Dec 2008

## Courses:

- HSE Emergency First Aid (1 Day)
- HSE First Aid at Work (3 Day)
- HSE First Aid at Work Re-qualification (2 Day)
- CIEH Level 2 Award in Health & Safety in the Workplace (1 Day)
- CIEH Level 3 Award in Health & Safety (3 Day)
- CIEH Manual Handling (Load)
- City & Guilds Level 1 Certificate in Customer Service (1 Day)
- Equal Opportunities (1/2 or 1 Day)
- Communication Skills (1/2 or 1 Day)
- Report Writing (1/2 or 1 Day)
- Who Cares wins - making customers count (1 day)
- Prioritisation and Time Management (1 day)
- Confident Communication (1 day)
- Motivate to Maximise (1/2 day)
- Leadership Essentials Programme (A series of workshops targeting more senior managers)



Courses take place at our Mornington Road campus in Southport. Training packages to specifically meet the needs of your business can also be delivered at your premises.

**To learn more, contact our Employer Services department on 0845 00 66 506 or email: [employer@southport.ac.uk](mailto:employer@southport.ac.uk)**