



SMART SKILLS

Fully funded training for
businesses in Devon



January 2022 Programme

Social Media and Search Engines

Learn what to post about, when to post it, what to do when someone comments (positive or otherwise). Learn about paid and organic search engine marketing, how to impact your organic search rankings, and effectively manage paid ads on social media and Google.

11 & 25 Jan
6pm - 9pm (2 x 3-hrs)
Face-to-face
Held at Petroc, Barnstaple

Level 3 CMI Principles of Communication in the Workplace

Gain the knowledge and skills to select and use a range of workplace communication methods. Learn which different tools to use and select to ensure that communication is effective, timely and has impact.

17, 24 & 31 Jan
9am - 12pm (3 x 3-hrs)
Online
Delivered by Petroc

Introduction to Small Scale Solar Photovoltaic Systems

Learn the basic operating principles of solar PV cells, identify key components of a small-scale grid connected PV system, understand calculations to correctly configure the PV system suitable for connected equipment and identify the optimum site conditions for PV systems.

18 Jan
9am - 4.30pm
Face-to-face
Held at The Focus Training Group, Plymouth

Level 3 CMI Certificate in Coaching and Mentoring

This course provides an introduction to coaching and mentoring and explores the use of different models used by a coach or mentor. Whether you're a team leader, supervisor, manager, volunteer or simply have an interest in supporting others, the Coaching and Mentoring Certificate is perfect for you.

19 Jan, 9 Feb, 16 Mar &
27 Apr
2pm - 6pm (4 x 4-hrs)
Online
Taught sessions, self-study
Delivered by South Devon College

Winning at Work Without the Stress

Learn how to improve your teamwork, communication and organisation skills that will be useful in a majority of working environments. Stress can be reduced by improving communication skills and organising your work to achieve a better work/life balance.

24 or 25 Jan
10am - 3pm
Online
Delivered by Learn Devon

Level 3 CMI Award - Principles, Skills and Impact of Coaching & Mentoring (Unit 301)

This unit is designed for managers who want to develop or sharpen their professional edge and enhance personal effectiveness. The unit focuses on the ways organisations operate. The application of management and leadership approaches and how these can positively impact on own role, lead to improved performance, and support teams, colleagues and customers.

25 Jan, 8 Feb, 1 & 8 Mar
12 - 3pm (4 x 3-hrs)
Online
Taught sessions, self-study
Delivered by Petroc College

Level 3 CMI Award - Project Management

This award is designed to meet the needs of managers responsible for projects, who wish to extend their skills and knowledge to embrace further project management disciplines. Learn about the nature and context of projects, individual roles and responsibilities within projects, and a project management process.

27 Jan, 10 Feb & 3 Mar.
9.30 - 11.30am (3 x 2-hrs)
Online
Taught sessions, self-study
Delivered by South Devon College

Performance Management

Understand why certain approaches work and gain the knowledge and skills to plan, motivate your team and business. This course will cover being new to a supervisory role, managing people, planning and problem solving.

Fri 28 Jan
9.00am - 4.30pm
Face-to-face
Held at The Focus Training Group, Plymouth

Contact the SMART SKILLS Hub for more information and to sign up.

Email: smartskills.hub@cswgroup.co.uk

Tel: 0800 97 55 111 (Select option 6)

SMART SKILLS supports businesses in Devon to upskill their workforce and advance their business with fully funded training solutions; funded by the European Social Fund.

www.smart-skills-hub.co.uk