

CHRISTCHURCH CHAMBER FREE TRAINING COURSES IN 2022

to help businesses bounce back

All courses are held in the Function Suite of the Captain's Club Hotel, Wick Ferry, Christchurch BH23 1HU

Date	Session	Course and Brief Description	Trainer
10 January	Morning	Resilience Training – Identify how your business deals with difficulties and how to Develop resilience strategies. Learn to remain positive and motivated even when the going gets tough as well as developing strategies for the future.	Locomotion
10th January	Afternoon	Apprenticeships & Skills Support for the Workforce – benefits to the employer recruitment solutions and incentive grants. Fully funded training available through Skills Support for the Workforce	Locomotion
11th January	Afternoon	HR & Basic Employment Law for Managers 1 - The course will cover the legal basics of Employment such as understanding employment status, job descriptions, contracts, pay rates etc. It will provide you with valuable knowledge, to avoid costly mistakes in the early stages of the employment life cycle.	Olyvetree HR
17th January	Afternoon	Using Social Media for your Business - Whether you already have social networks set up for your business and need some guidance or want to start completely from scratch, this will set you up to successfully run your business social media, and start to generate incredible results.	South Coast Social
18th January	1000-1100	What are the signs of Financial Distress and the 10 Top Tips for Debt Recovery Antony Batty & Co are a Turnaround Restructuring and Insolvency practice with offices in Bournemouth & Salisbury. Clive Fortis Director and Elaine Wilkins are pleased to share their experiences on the signs of financial distress & some tips for debt recovery.	Antony Batty & Co.
18th January	Afternoon	First Aid for Mental Health - This course, which is suitable for everyone, will tell you what First Aid for Mental Health is and give you the knowledge to identify suspected mental health conditions and the skills to signpost someone towards professional help.	1st Response Training
3rd February	All day	Emergency First Aid – A hands-on day learning Emergency First Aid which covers CPR, use of an AED (defibrillator), anaphylaxis, heart attack, epilepsy and many other ailments and treatments. Statistics show that you are more likely to save a life of someone you know than that of a stranger, so make sure your knowledge is up to date!	Juliet Pull
7th February	Morning	Supporting Remote (WFH) Teams – Have your staff been working remotely and you want to continue this, find a hybrid way of working or bring your staff back in to the workplace? This course will show you how to achieve effective management of your staff.	Locomotion
7th February	Afternoon	How To Manage Your Time – This course will show the importance of managing your time effectively and how you prioritise your activities make a massive difference to productivity and effectiveness.	Locomotion
8th February	Afternoon	HR & Basic Employment Law for Managers 2 – This will introduce how to undertake induction, probation & training; employment policies; objective setting and managing performance; statutory entitlements and legal basics of equality, discrimination & absence.	Olyvetree HR
21st February	Morning	Managing Team Performance - The course will help you understand your team and how to effectively manage it which is a crucial skill to ensure your business performs at the highest level. Having clarity about the different personalities and skills within your team can impact on your own leadership style.	Locomotion
21st February	Afternoon	Managing Conflict - Conflict within your business can have a detrimental effect on your personnel and ultimately your productivity. This course will explore the principles of conflict management, how to reduce potential conflict within your team and how to decide on the appropriate course of action.	Locomotion
22nd February	Morning	Fire Safety Awareness & the Use of Fire Extinguishers – This QA Level 1 Award in Fire Safety Awareness is a nationally recognised qualification for those who want to increase their knowledge of fire safety in the workplace and teaches basic fire safety principles.	1st Response Training
22nd February	Afternoon	HR & Basic Employment Law for Managers 3 – This course covers dealing with conduct Issues; workplace Investigations and the disciplinary process; handling & managing grievances; dealing with absence and the legal basics surrounding fair and unfair dismissals.	Olyvetree HR
1st March	Morning	Apprenticeships & Skills Support for the Workforce – Benefits to the employer recruitment solutions and incentive grants. Fully funded training available through Skills Support for the Workforce	Locomotion
7th March	Afternoon	HR & Basic Employment Law for Managers 4 – Straight forward advice on how to terminate employment; handle redundancies; restructure your business; change T&Cs; the role of ACAS and find out about employment tribunals	Olyvetree HR