

Fire Marshal Training

Date: Monday 15 April 2019

Time: 9:00 - 13:00; Registration opens at 8:30

Venue: St John Ambulance, 29 Crawford Street, W1H 1LN

Taught by St John Ambulance, this is useful for those who oversee fire safety in the workplace and are designated fire marshals. All successful delegates will receive a St John Ambulance certificate valid for three years.

The course will teach attendees actions on discovering a fire, common causes of fire, fire drills and evacuation, fire safety legislation, the role of fire marshal, fire safety precautions and how to use fire extinguishers.



Navigating Brexit for SMEs

Date: Thursday 4 July 2019

Time: 9:30 - 12:30; Registration opens at 9:00

Venue: Victory Services Club, 63-79 Seymour Street W2 2HF

Together with the Mayor of London and the Greater London Authority we're helping businesses prepare for 31 October, the new date when the UK departs the EU, with a course to help businesses prepare for common issues associated with Brexit, such as new requirements when employing EU staff, the impact on import/exports and likely changes to contracts and insurance. There will also be opportunities to ask questions.

Although specifically tailored to SMEs (under 250 employees and less than €50m turnover), any business that wishes to protect and support its supply chain is welcome to attend this 3-hour presentation and discussion led by the Mayor's London Growth Hub.

GDPR Refresh Course

Date: Tuesday 2 July 2019

Time: 9:00 - 13:00; Registration opens at 8:30

Venue: Etc Venues, Garfield House, 86 Edgware Road, W2 2EA

Risk Evolves will lead this jargon-free course to update and refresh businesses on GDPR. This course is suitable for anyone responsible for handling personal data.

This course will help you adopt a stress-free approach to data management, explore why it is vital to be GDPR compliant and how to retain compliancy, what impact a data breach could have on your company and top tips to avoid cyber crime.



Business Continuity

Date: Tuesday 9 July 2019

Time: 9:00 – 17:00; Registration opens at 8:30

Venue: Etc Venues, Garfield House, 86 Edgware Road, W2 2EA

Run by the British Standards Institute, this course will help businesses to develop a business continuity plan. Using presentations and engaging activities, attendees will learn the principles and practices behind an efficient business continuity plan and explore how to increase resilience to provide uninterrupted services, as well as how to restore operations after a disruption. Participants will receive an internationally recognised BSI certificate.



Mental Health Awareness

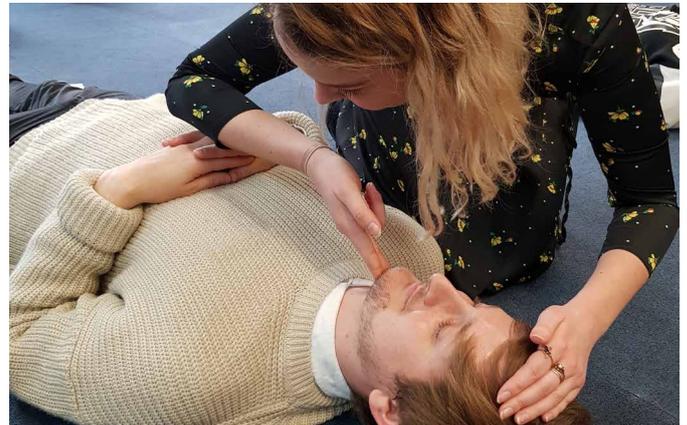
Date: Thursday 26 September 2019

Time: 9:30 – 13:30; Registration opens at 9:00

Venue: Etc Venues, Garfield House, 86 Edgware Road, W2 2EA

This course is facilitated by MHFA England, the only provider of licensed Mental Health First Aid Instructor Training in England. Attendees will learn from an instructor accredited by the Royal Society for Public Health.

The course will educate attendees on how to manage mental health in the workplace, early intervention, the transactional analysis model of adult communication, understanding the Equality Act/reasonable adjustments and knowing where to seek help. Participants will learn the ground rules when addressing mental health in the workplace (e.g. confidentiality, boundaries and expectations) to facilitate non-judgement and solution-focused learning in which delegates feel comfortable to disclose. All employees will find this course of use, particularly HR Directors, managers and employers.



Emergency First Aid Training

Date: Thursday 14 November 2019

Time: 9:00 – 17:00; Registration opens at 8:30

Venue: St John Ambulance, 29 Crawford Street, W1H 1LN

Led by St John Ambulance, the course is suitable for nominated first aiders in smaller, low risk working environments. All successful delegates will receive a St John Ambulance certificate valid for three years.

The content of this course provides basic first aid, including workplace health and safety regulations, managing an emergency, and how to perform emergency procedures for various issues.



Human Resources Management for Beginners

Date: Wednesday 29 January 2020

Time: 9:30 – 16:00; Registration opens at 9:00

Venue: Marriott Marble Arch, 134 George Street, W1H 5DN

Designed and led by Acas (The Advisory, Conciliation and Arbitration Service), this course is best suited for employers without an in-house HR team. This hands-on training will help attendees understand HR fundamentals by following the arc of the employment relationship, from recruitment and drawing up contracts to the end of employment. Along the way it also covers pay, hours and holidays, equal opportunities, discrimination, discipline and absence.

Delegates will have the opportunity to discuss scenarios in-depth and take part in practical exercises. Acas also provides a toolkit of sample policies, documents and letters to help attendees get started once back in the workplace.