

Humber Training Group News.....

Dear Members,

Please find below details of how things are progressing within the group.

Humber Construction Partners (HCP) website

I emailed all member companies to let you know that the site is now up and running.

The site will become a one-stop-shop for all your needs within the industry. It will be an excellent communication tool to ensure that members have up to date information at all times. The FORUM section of the site will be the hub of communications so can I urge you to **register your details in the first instance, then if you want to create a TOPIC, start a debate and share information.** A demonstration of the site will take place at the Group meeting on 10th May.

Today it is impossible to know everything all of the time, so we need to have a way of sharing and benefiting from the knowledge of each other, this is where the forum will come into its own.

Currently I am updating the Local Learning Provision section, so contacting providers to give me a profile on what provision they offer. Each provider will complete a profile which will provide details of the course title, duration, venue, who it is aimed at, previous experience required, delivery method, learning objectives, provider contact details, other courses offered, costs and grants available.

This is an area that will build up in time and when I have got additional information from all of you about the learning outcomes of the training you require I will be able to match up needs and provision and arrange for group sessions to take place, with a view to securing group discounts as a result.

Development of Group Training Plan

To date, I have gathered the majority of needs from member companies and have broken the needs down into the following categories:

Health and Safety, Legislation, Business Improvement, Management/Supervisor, IT, Craft specific, Plant, NVQ/Accredited, Other

I have distributed a spreadsheet to all group members to find out priority of training required, number of people to be trained, what training you find difficult to access locally and feedback on providers you currently use. I will then be able to liaise with current and future providers to ensure that group members are getting relevant and cost effective training.

Please try and complete as much of the spreadsheet as possible and return to me via email. I have set up the spreadsheet so if you type in a box it will wrap the text round, therefore being able to put as much info as you can on the spreadsheet.

Look forward to receiving this information very soon.

Humber sub-region Careers/Progression Fair (Oct 2005)

Just to let you know that I have received notification and details of a careers/progression fair that is due to take place in our region.

As part of our remit to promote careers in construction, I have registered our interest to be involved in this fair and will be working with CITB ConstructionSkills to ensure that construction is represented at this event.

Proposed Format of the Event

The event will be held over two days with an evening session at the end of the first day.

The focal point of the event will be displays, presentations and demonstrations from a wide cross section of learning providers (including FE, HE and WBL), **employers** and other relevant organisations. The emphasis throughout will be on interactivity with many opportunities for young people to “try out” activities relating to the vocational / study routes which are being presented.

The displays / presentations / demonstrations will be divided into a series of zones based on a range of vocational areas e.g. healthcare, **construction**, digital industries. This will allow visitors to concentrate on areas which interest them. Within each zone there will be a range of opportunities advertised – allowing for different levels of academic attainment. This will include a focus on how the skills acquired in Higher Education can lead to rewarding career opportunities within the range of occupational areas which are being promoted.

I will ensure that all information and updates on progress will appear on the HCP website. I am hoping that some member companies will take the opportunity to get involved with this event and build education/business links.

Coaching Pilot

I emailed group members in early March to see if anyone was interested in being involved in a Coaching Pilot.

The Sewell Group took up this opportunity and selected 2 managers to attend the 2 day course.

There are great business and personal benefits from adopting such an approach and I am keen to hear about the results from the pilot. I will then be able to assess the benefits and see if it would benefit other member companies as a way to develop managers skills.

Some of the benefits described in the programme include:

By the end of the programme, participants will be able to:

- understand when it is appropriate to coach and when it's not
- build and establish rapport quickly
- develop staff who generate solutions to problems rather than look to others for the answers

- develop individual's confidence in their own ability, and therefore freeing up your time
- increase the capability and capacity of your team through developing your staff's skills and knowledge
- motivate staff

Just think if every one of your employees improved their performance by just 1% what difference that would make to your organisation!

Leadership and Management Project (Business Link Humber)

In the January/February newsletter I brought to your attention the above project.

Up to £1,000 available to help improve Leadership and Management Skills within your business.

It is ultimately aimed at 1 director or senior manager, but if there are leadership and management skills that you feel your senior management team would benefit from, there may be the option of including others in with the development programme, as long as the individual applying for the funding attends the event.

To take advantage of such a fantastic opportunity for funding, please contact Sam Farmery 07769 733458 – I am also acting as an intermediary for this Project.

Health and Safety Support available

Please find below details relating to 2 Health and Safety consultants that have been brought to my attention. Some of you may already be working with these consultants and therefore already benefiting from the service they provide.

With the increasing pressure from the Health and Safety Executive for both large and small companies to comply with the requirements of Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regs 1999 will your company be able to demonstrate the following:

Do you have a competent person within your company to advise you on all Health and Safety matters, which is a requirement of the regulations? Do you have a safety policy and risk assessments for all your work activities, including C.O.S.H.H. and Manual Handling assessments? Are you up to date with all current Regulations?

If not and you would like to find out more about the services available please contact **EASTWOOD ASSOCIATES LTD** – Howard Eastwood – 07977 458217.

Legislation relating to the identification and responsibility for the impact and reduction of health hazards in the workplace, demands a new awareness from management. The need to be well informed and well advised in safety matters is essential.

All too often companies are inundated with technical jargon, complex laws and stringent compliance regulations, which they struggle to comply with.

Our expert advice will help you to cut through the jargon and get straight to the point. We speak your language.

STALLARDKANE ASSOCIATES LTD – to find out more about the Health and Safety Advisory Service call: 01427 678660

Other areas of interest

Training Plan Assistant – I know I have already mentioned this and introduced the CD-rom to some of you, but after working through it in more detail it's a fabulous tool and want to share some of its key features.

Key features are:

1. It is a tool that will help you save time in the long run.
2. It can also be used for developing a skills matrix of your workforce.
3. It gives you an age profile of your workforce so can help with workforce planning (currently under development is ability to produce equality and diversity data)
4. Saves on duplicating information
5. Automatically creates your TP1/TP2 form and other forms requested by the CITB
6. Helps you see individual and organisational needs at a glance

The new CD-rom is now available, the new format now includes the ability to track expiry dates on training/cards etc.

Changes to Training Plan Rules from 25.04.05. – I recently emailed you a letter from the CITB which outlined details of changes to Training Plan rules, please ensure that you are following the new rules for any Training Plans that are submitted to CITB after the above date.

Adele Alcock will remind members about the changes at the full group meeting on 10th May and I will also contact our web developer to get a copy of the letter on the website as a reminder.

If you want to find out more about any of the above, then please do not hesitate to contact me.

Sam Farmery MSc, Training Officer, Humber Training Group. www.hcp.org.uk