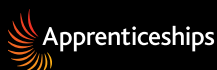


poultec

the training specialists

*Business and
Management
Training*

Business & Management



Tel: 01362 850983 www.poultec.co.uk Email: enquiries@poultec.co.uk



Apprenticeships

Business and Management Apprenticeships

Poultec has a track record of successfully delivering Apprenticeships for more than ten years. Apprenticeships allow an Apprentice to be employed by an organisation as well as working towards completing a work-based qualification relevant to their employment. Apprenticeships can be completed by existing employees as well as new members of the team – we not only deliver the training, but can also assist with the recruitment of an Apprentice.

Poultec offers both Level 2 Intermediate and Level 3 Advanced Apprenticeships in Business & Administration and Team Leading & Management.

Apprenticeships are made-up of the NVQ, a Technical Certificate, as well as Functional Skills Maths and English.

*in Business and
Management*



NVQ

NVQ in Business and Administration

Poultec offers the NVQ in Business and Administration at level 2, 3 and 4. Units are selected to ensure that they fit around the learner's workplace and are selected in consultation with both the employer and the learner. The NVQ is delivered at the candidate's place of work to minimise disruption and portfolio work is generated in an on-line format.

Units available include;

- Produce documents in business environment
- Plan and organise meetings
- Analyse and report data
- Deliver a presentation
- Meet and greet visitors

*in Business and
Administration*

ILM Management

Poultec offers the level 2 Certificate in Team leading, level 3 Certificate in First Line Management and levels 4, 5, 6 and 7 Diploma's in Management. Units are selected to ensure that they fit around the learner's workplace and are selected in consultation with both the employer and the learner. The NVQ is delivered at the candidate's place of work to minimise disruption and portfolio work is generated in an on-line format.

Units available include;

- Management Customer Service
- Organising and Delegating
- Managing Performance
- Managing Conflict in the Workplace
- Recruiting, Selecting and Inducting New Staff into the Workplace

*in Team Leading
& Management*

Specific Short Courses

Business and Management Specific Short Courses

Poultec offers a range of short courses which are designed to complement our Apprenticeship and NVQ programmes. The content can be bespoke to your own organisations requirements, to ensure that the course is relevant to your own procedures and practices. These courses can be delivered at our premises or at any other suitable location.

- Time Management
- Grievance and Disciplinary Procedure Training
- Organisational Skills
- Communication Skills
- Assertiveness Training
- Dealing with Difficult People

*in Business and
Management*

Other Services

Poultec offers a range of services for employers which are tailored to complement our core training delivery. These include;

Consultancy

Poultec's team of Business and Management specialists are able to offer advice, guidance and assistance in developing practical resources in areas such as;

- Policy Development / Procedure Manuals
- Preparation for Audits / Compliance
- Staff Development Programmes

Team Building

Poultec offers a suite of team leading courses designed to challenge the individual as well as the group as a whole. Facilities include

- High Ropes
- Segways
- Climbing Wall
- Archery
- Bocarts and more...

Mobile Learning Vehicles

Poultec has invested in three training vehicles, enabling our tutors to take state-of-the-art learning and support facilities to any location. Each vehicle is a tailor-made learning environment, which can also be used for a variety of other purposes.

- **The IT Vehicle** is ideally suited for delivering IT based training in both the community and the workplace and contains high specification laptop computers which provide workstations for ten students and one tutor.
- **The Hospitality Vehicle** is a fully-functioning commercial kitchen on wheels.
- **The Information Vehicle** has been developed as a resource for providing information advice and guidance but can also double as a classroom or mobile office / meeting room.



Training is available in... | Business & Administration | Butchery | Customer Service
| Contact Centre | Engineering | Food & Drink Manufacturing | Hair & Beauty
| Hospitality & Catering | Information Technology | Leadership & Management
| Poultry Production | Retail | Warehousing

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