

OTC E-News Issue 6



A few words from Kath Soliman, our C.E.O

The Apprenticeship Levy that was introduced in May, 2017 by the Government, is only 3 months in and already a number of large Employers are choosing OTC as their preferred provider of training.

Employers have been visiting OTC, viewing our facilities and making decisions on their future requirements for training apprentices.

New standards of delivery are also being introduced and staff are busy developing these and introducing a new delivery curriculum to suit the needs of the Employers.

We welcome these changes and are optimistic that greater choices given to employers mean that they will be much more involved in the training and development of their workforce.

Professional Oldham Event to be held at OTC on the 28th September!

We are very happy to announce that the next Professional Oldham Event is to be held here at OTC on the 28th September from 6pm-8pm.

Admission will be £10.00 per person and food and drinks will be included.

To reserve your place at this great networking event, you can email professionaloldham@outlook.com or call 0161 624 9984.

Click on the image to go to the Professional Oldham Twitter page.



Don't forget to consider OTC for your Conference Room requirements!

We have a fully functional Conference/Training room available for hire at very reasonable prices. This room comes fully equipped with a TV and projector, flipcharts and a large whiteboard.



We also have Wi-Fi available should you need it. We can accommodate 16 delegates comfortably. Please call our business support services team on 0161 624 5360 for further information.

Level 2 Health and Safety in the Workplace

We are pleased to announce that we will be offering the 'Level 2 Health and Safety in the Workplace' course in an E-Learning format from October. To register your interest, please email info@otctraining.co.uk.

Prices to follow.



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Considering taking on an Apprentice?

We have an impressive bank of candidates available to see now! Get in touch with our recruitment team by calling 0161 624 5360 or emailing recruitment@otctraining.co.uk

NEW APPRENTICESHIPS AVAILABLE NOW!

- Team Leader/Supervisor
- Customer Service Practitioner
- Supply Chain Warehouse Operative
- Engineering Technician

Plus many others on the horizon, please call us for further details!

Short Courses

Now available to book for October and November 2017!

Health and Safety

October 2017

- First Aid Refresher – 3rd, 4th
- Emergency First Aid – 10
- Fire Marshal – 11th

November 2017

- First Aid at Work – 7th, 8th, 14th
- CCNSG Refresher – 10th
- Emergency Paediatric First Aid – 15th
- CCNSG Safety Passport – 16th, 17th

People Management and Professional Development

- Developing yourself as an Effective Team Leader – 9th October
- Effective Appraisal Skills – 24th October
- Developing Effective Teams – 26th October
- How to Delegate Tasks Effectively – 31st October
- Developing Effective Communication Skills – 2nd November
- An Introduction to Planning and Managing Change – 9th November
- Essential Customer Service Skills – 21st November
- 'Nip it in the bud' approach to Managing Under-performance – 24th November
- Basic Training Skills Workshop – 30th November

Please visit our website www.otctraining.co.uk for full course info including prices

Please meet our newest member of the team, Melanie Bailey!



Mel has recently joined OTC as our Recruitment Officer. She has a background in working with young people aged 14-16 as well as adults within the education industry. She has developed and delivered teaching and learning programmes for Traineeships, Employability, Functional Skills and Teacher Training courses. She is delighted to have joined OTC, as are we, and she is looking forward to the new and exciting challenges ahead!

OTC Membership

We have now extended and updated the benefits you will receive when you sign up for OTC membership including discounts on all our commercial courses, please ask us for our new information pack now!

Health and Safety Consultancy Packages

Have you got your H&S in the workplace adequately covered? Want to find out more? Simply call today to get the full lowdown on our H&S packages available.