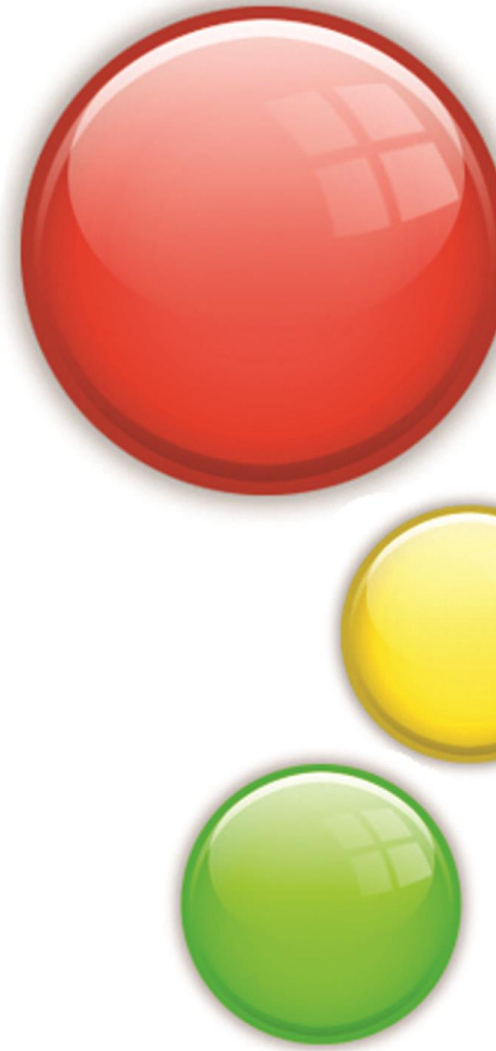


**PRINGLE
PCS-LIMITED**



Online Training



WWW.PCS-LIMITED.COM



Pringle PCS Online Training

Since 1994 PCS have delivered training for companies across all sectors, from IT, Soft Skills and Health & Safety. We have now expanded our training program so that you can watch our training videos online. This will deliver an immediate impact that will improve staff performance and efficiency.

You can create a single user account or set up a business account. This will enable you to have as many licenses as you want for your staff, our online courses will cover all of your organisation's needs. You can purchase specific courses for each member of staff that you would like them to learn.

Each course has numerous modules that contain an exam at the end. This allows you to monitor the progress of your staff. You only have 3 attempts at the exams. If you fail a module 3 times we can reset the failed attempts on that module, you can have up to 3 resets on a module. After that the course will have to be purchased again.

After each course the delegate will be awarded a certificate of completion that will look great in your CV and also for personal and company development.

If you are interested in our online courses we can give you a demo version that provides you with a login to access the courses we have to offer, and to find out more information on each. The demo gives you access the first module of each course.

PCS Training offer extensive Soft Skills & Health and Safety training courses designed to improve and enhance learners' skills. PCS have a variety of online training courses that are aimed at developing individuals working in all areas within the workplace.

If the workplace is a difficult environment to watch our courses, this could be because of distractions etc. we offer our delegates the chance to come to our offices where a PC will be set up for you with a member of PCS staff on hand to assist. We offer this to our delegates free of charge.





Business Skills

Legal and Business Office Work



Conflict Resolution in the Workplace

This course will consider what conflict is as well as its impact and role in the workplace. We will consider some of the triggers for workplace conflict and how it develops before looking at a number of different ways of managing it.



Data Protection in the Workplace

If you or your organisation handles personal information about individuals you have a number of legal obligations to protect that information. Training should be a vital part of any company's data protection policy. This course covers in detail: The benefits of good data protection, the rights of individuals in respect of their data, the data protection act, the issues that can arise from sharing data and the basic steps so you can start creating a data protection policy.



Equality, Diversity and Discrimination

In this course we're going to be discussing two topics, 'equality' and 'diversity' and how they relate to one another. Understanding this will help us to identify and address issues of unfairness and discrimination in the workplace.









Business Skills

Social Media

	<p>Social Media for Business</p> <p>This course is all about how to get the best out of social media in a business. Looking at business strategy, business development and the practicalities of employing people and agencies to support your social media activity.</p>
	<p>Search Engine Optimisation for Business</p> <p>This course focuses on the anchor point of your digital marketing strategy which is your website or micro-site. Here we'll explore search engine optimisation 'SEO' and how you can use this to drive traffic to your website.</p>
	<p>Facebook for Business</p> <p>Facebook is the world's largest social media network. With over a billion users it's very likely that a proportion of your target customer audience will have a Facebook account.</p> <p>This course will show you the tools and the techniques to create an effective Facebook page.</p>
	<p>LinkedIn for Business</p> <p>LinkedIn is a very valuable tool to find the key decision makers within certain companies. It's used for finding the best point of contact, gaining familiarity with their background before a call or sales pitch and a lot more. Find out how it can be used to enhance your business.</p>
	<p>Twitter for Business</p> <p>Twitter is a social media platform that is used by a wide range of people, from celebrities, who use it to communicate with their fans to companies and brands who can use it to engage their customers and attract new ones.</p>










Business Skills	
Staff and Management Skills	
	Presentation Skills Presentation Skills are vital in today's business world; poor presentations not only obscure the message and lose arguments, but also can affect sales. No matter what the case may be if it's not presented professionally it will undoubtedly lose its impact.
	Leadership Skills A leader doesn't necessarily have to be a 'manager', but it's difficult to see how a manager could be truly effective without having at least some leadership skills. This course will introduce you to some of the import techniques and theories that can help you to improve your leadership skills and be more effective in your role.
	Stress Management Stress is a real problem for both organisations and their employees. It accounts for a significant proportion of work related illness each year. Being aware of the signs of stress, some of the triggers and how to manage them can make a real difference to your well-being and that of people around you.
	Time Management More often than not, the people who excel in their job, or are high achievers manage their time effectively, in a way that makes them work in a more efficient manner. This course has been designed to ensure you have the techniques to improve your efficiency, output and ability to function more effectively - whether in your ordinary day or when deadlines loom and the pressure is building.
	Project Management This course covers the basic principles of project management and covers some of the tools and techniques you can employ to improve your project management skills.
	Customer Service This course will start by making it very clear exactly what we mean by customer service, and why it's so vital and then go into detail about some of the ways you can improve the customer service provided by your organisation.





Health & Safety

Fire Safety







	<p>Basic Fire Safety Awareness</p> <p>This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment.</p>
	<p>Basic Fire Safety Awareness for Care Homes</p> <p>This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment. This course is a variation on the Basic Fire Awareness course that contains information that is specific to employees of care and residential homes.</p>
	<p>Fire Marshal</p> <p>The main outcome of this training course is to provide you with the knowledge to carry out the functions of a fire marshal - Please note, this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses.</p>
	<p>Fire Marshal for Care Homes</p> <p>The main outcome of this training course is to provide you with the knowledge to carry out the functions of a fire marshal - Please note, this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses. This course is a variation on the Fire Marshal course that contains information that is specific to employees of care and residential homes.</p>
	<p>Fire Extinguisher</p> <p>Learn how to identify the different types of fire extinguishers that might be installed within your workplace and what situations they might be used in. At the end of the final module you will be presented with a simulation that will test what you've learnt.</p>





Health & Safety

Food Safety








	<p>Level 1 Food Safety – Manufacturing</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food manufacturing setting.</p>
	<p>Level 1 Food Safety – Catering</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food catering setting.</p>
	<p>Level 1 Food Safety – Retail</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 1 course is about minimising the level of potential hazards in a food retail setting.</p>
	<p>Level 2 Food Safety – Manufacturing</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food manufacturing setting.</p>
	<p>Level 2 Food Safety – Catering</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food catering setting.</p>
	<p>Level 2 Food Safety – Retail</p> <p>Food safety combines a number of practices to reduce health hazards. These include premises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food retail setting.</p>





Health & Safety

General Safety







	<p>Basic Legionella Awareness</p> <p>This course explains the background to Legionella and Legionnaires' Disease, the potential risks associated with water systems and how these can be prevented or controlled.</p>
	<p>Asbestos Awareness</p> <p>As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks and the legislation about working with asbestos.</p>
	<p>Asbestos Awareness for Architects and Designers</p> <p>As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks and the legislation about working with asbestos. This course is a variation on the Asbestos Awareness course that contains specific information for designers and architects.</p>
	<p>Abrasive Wheels</p> <p>This course is aimed at anyone who uses abrasive wheels, or employs people who use abrasive wheels as part of their work. It covers different types of AW, safety in their use and how to identify the type of wheel.</p>
	<p>Control of Substances Hazardous to Health (COSHH)</p> <p>This course covers what you need to know about the Control of Substances Hazardous to Health. It's aimed at anyone who is exposed to Substances Hazardous to Health at work, as well as line managers with responsibility for such people.</p>
	<p>Manual Handling</p> <p>Manual handling covers a wide range of activities and incorrect manual handling is one of the most common causes of injury at work. The nature of the load itself doesn't matter if you have to use your muscles, then it's manual handling and, well, you're in danger.</p>
	<p>Working Safely</p> <p>Working safely is in the interest and concern of all staff – both the employers and employees. Workers have an expectation to go home at the end of the working day not having been injured - or having had their health affected by - any workplace activity, or as a result of it.</p>



















Health & Safety

General Safety

	<p>Safeguarding Children Safeguarding is a term that describes the work and processes undertaken to minimise and manage the risks involved to vulnerable children. During this training video you will hear many facts, figures and details surrounding the risk to children, the types of abuse suffered, how to recognise the signs of abuse and key safeguarding legislations put in place to minimise the abuse of children.</p>
	<p>Safeguarding Adults This course is aimed at anyone who has a duty of care for, or comes into contact with, adults in need of care and support, either as a paid professional or a volunteer. You and the organisation you work for must take appropriate measures for the protection of adults in your care, while still ensuring they are supported and empowered. This course can bring you one step closer to being able to do this.</p>
	<p>Emergency First Aid at Work - Online Annual Refresher This Emergency First Aid Refresher course will highlight some of the most common situations that you might come across and the actions that you can take to help.</p>
	<p>Working at Height This course is aimed at anyone who undertakes work at height, or who employs people who regularly work at height. It covers what constitutes work at height, the safety issues, and how to assess and reduce some of the risks.</p>
	<p>Display Screen Equipment Awareness This course is aimed at users of display screen equipment, or DSE as it's often called. DSE is a term that covers a wide range of equipment. If DSE equipment like this is not set up correctly, users are at increased risk from certain disorders. As an employee, you share the responsibility to keep people safe at work. That means undergoing relevant training and ensuring that rules are followed.</p>
	<p>Assessing Display Screen Equipment This course is aimed at companies who employ users of display screen equipment, or DSE as it's often called and is intended to be completed by those who will be assessing the DSE set ups of employees. DSE is a term that covers a wide range of equipment. If equipment like this is not set up correctly, users are at increased risk from certain disorders.</p>








Business Skills			
Legal and Business Office Work		RRP	PCS
	Conflict Resolution in the Workplace	£35	£20
	Data Protection in the Workplace		
	Equality, Diversity and Discrimination		
Social Media		RRP	PCS
	Social Media for Business	£149	£95
	Search Engine Optimisation for Business		
	Facebook for Business	£90	£50
	LinkedIn for Business		
	Twitter for Business		
Staff and Management Skills		RRP	PCS
	Presentation Skills	£35	£20
	Leadership Skills		
	Stress Management		
	Time Management		
	Project Management		
	Customer Service		
All Prices Ex VAT			
Cost Per Delegate License			


















Health & Safety			
Fire Safety		RRP	PCS
	Basic Fire Safety Awareness	£35	£20
	Basic Fire Safety Awareness for Care Homes		
	Fire Marshal		
	Fire Marshal for Care Homes		
	Fire Extinguisher		
Food Safety		RRP	PCS
	Level 1 Food Safety - Manufacturing	£15	£11
	Level 1 Food Safety - Catering		
	Level 1 Food Safety - Retail		
	Level 2 Food Safety - Manufacturing		
	Level 2 Food Safety - Catering		
	Level 2 Food Safety - Retail		
All Prices Ex VAT Cost Per Delegate License			





Health & Safety		RRP	PCS
	Basic Legionella Awareness	£35	£20
	Asbestos Awareness		
	Asbestos Awareness for Architects and Designers		
	Abrasive Wheels		
	Control of Substances Hazardous to Health (COSHH)		
	Manual Handling		
	Working Safely		
	Safeguarding Children		
	Safeguarding Adults		
	Emergency First Aid at Work - Online Annual Refresher		
	Working at Height		
	Display Screen Equipment Awareness		
	Assessing Display Screen Equipment		
All Prices Ex VAT Cost Per Delegate License			





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