

## Package F

### Training Review

#### Introduction

We understand that all organisations are different, and each will have their own unique training requirements. More effective training can bring many benefits to your business such as improving business performance, profits and staff morale.



This package is aimed at bettering the performance of individuals and groups within your organisation. It will enable you to select the correct training for your workforce, targeting skills to meet the needs of your operation for now and in the future which may result in better customer service, better work safety practices and productivity improvements.

In addition it can demonstrate to your workforce that you value them enough to invest in them, improving loyalty and staff retention.

The review will look at staff skills and competencies to ensure they align with the needs of the business and meet statutory requirements. We will examine:

- Training and Development Policies
- Personal development reviews
- Training records (including vocational qualifications)
- Statutory training
- Internal and external training
- Apprenticeships
- Competency assessments
- Staff inductions
- Performance appraisals
- Risk assessments
- Safe systems of work



## Methodology

GroundsConsulting will undertake an audit of competencies and skills within the service. These will include:

- Staff qualifications and competencies
- Statutory training
- Health and safety training
- Environmental training
- Quality training

Drawing on this analysis GroundsConsulting will write a summary report of our findings which will measure the training performance and detail areas for improvement.

## Additional services

The team have many years operational experience in the delivery of training services and can offer additional bespoke services to compliment this package.

These include:

- Staff induction
- Accident reporting
- Competency assessment
- Safe Systems of Work
- Risk Assessment training
- Management training
- Manual handling training
- Environmental training
- H&S training
- NVQ assessments
- Management and Supervisor training
- Staff appraisals
- Investigation and disciplinary meetings
- Training & Development policies



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