



EmployerServices@WeymouthCollege
Back2Business 2021

Rebuild, Retrain, Reskill - Recover!

2020 had an impact on the businesses of South and West Dorset in so many ways and continues to do so as we start to move through 2021. New norms, new challenges, new ways of working but also new- nationally supported and locally-based - areas of opportunity.

With a range of time-limited government-led training incentives currently available to support business recovery through 2021 -apprenticeship cash bonuses, job retention scheme options and Kickstart for example ([CLICK HERE](#) for details) - training should be considered a vital and key part of the business recovery mix.

Apprenticeships for new and existing employees

Business Administrator	Level 3	View Business Administrator webpage
Customer Service Practitioner	Level 2	View Customer Service Practitioner webpage
Customer Service Specialist	Level 3	View Customer Service Specialist webpage
Accounts/Finance Assistant	Level 2	View Accounts/Finance Assistant webpage
Assistant Accountant	Level 3	View Assistant Accountant webpage
Professional Accounting/Tax Technician	Level 4	View Professional Accounting/Tax Technician webpage
Team Leader	Level 3	View Team Leader webpage
Operations/Departmental Manager	Level 5	View Operations/Departmental Manager webpage

PLUS in development - Paralegal (Level 3), HR Support (level 3)

For full details of all the apprenticeship programmes currently on offer at Weymouth College [CLICK HERE](#)

Online Training Opportunities

Online Training Opportunities - Free and fully funded - 12 week duration - Certificated

- Principles of Customer Service
- Principles of Business Administration
- Principles of Team Leading
- Business Improvement Techniques
- Lean Organisational Management Techniques
- Understanding Mental Health and Mental Health Advocacy in the Workplace
- Awareness of Mental Health Problems

Online Training Opportunities - Continued

- Office Skills for Business (1 hour each) £20 per session
 - Microsoft Word - 6 units from beginner to advanced levels
 - Microsoft Excel - 12 units from beginner to advanced levels
 - Microsoft PowerPoint - 12 units from beginner to advanced levels
- Mindfulness and Meditation in the Workplace (2 x 1.5 hours) £40
- Building Emotional Resilience (2 x 1.5 hours) £40

Face to face commercial training

- Finance for non-Financial Managers (2 days) £195
- People Management Skills (3 hours each) £40 per session
 - Recruitment and Selection
 - Probation and Appraisal
 - Disciplinary, Capability and Grievance
 - Management Styles and Motivation
 - Managing Time and Priorities
- Adult Mental Health Awareness (3 hours) £40
- Management of Work Based Stress (3 hours) £40
- Emotionally Resilient Tools for Managers (3 hours) £40

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Our Team:

EmployerServices@WeymouthCollege brings together the College's Apprenticeship, Dorset Training Academy and External Partnership specialists and teams to offer a wide and collaborative service to deliver support and training to our business partners - old and new - working together towards a sustainable recovery through 2021 and beyond. To meet our Employer Services team and find out more about how we can support you simply [CLICK HERE](#)

A little feedback...

Our working relationship with our business partners is extremely important to us and we've included a little feedback here:

"I have had the pleasure of working closely with Weymouth College and more recently with the Apprenticeship team for nearly 2 years. During that time, I have been impressed by the passion, commitment and dedication that all team members have shown for their roles and the service that they provide not only to the students but also to local businesses. I worked with the team in developing a new manager training course at both levels 3 and 5. Originally, this was due to be delivered in-house, however, when the pandemic arrived this necessarily moved to a virtual online platform. The communication from the team was exemplary, they kept me updated with progress and we worked together to ensure that the message they were giving aligned with the company's values and mission. The feedback given by my employees was very positive.

To have a training course delivered and planned to this high standard - with excellent results already being achieved - speaks volumes for the delivery and organisation of all those involved."

"Great course, really informative. Had good input from the assessor - could contact her via email - really helpful when working online. The team sent a detailed pack before I started and I felt really informed and supported all the way through."

Find out more today



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