

GET TRAINING!

Boost your
business

Hainault companies now have the opportunity to boost their business by improving the skills of their staff through free* workplace training with Redbridge Institute of Adult Education (RIAE).

Joni Cunningham, RIAE Head of Service, said: "Research has shown that Investing in skills can bring great benefits to employers in terms of staff motivation and efficiency."

How will the Business and Administration NVQ benefit your business?

National Vocational Qualifications (NVQs) are nationally recognised programmes, designed by employers to meet the needs of businesses. An NVQ in Business and Administration will help your staff to improve their administration skills so that they can become more effective and efficient at work.

The NVQ learning programme is delivered in the workplace using a blend of observation, mentoring and distance learning. Another advantage is its flexibility: in discussion with their manager, your employee can decide which skills they need to develop and the programme will be tailored accordingly.

Among the many benefits, it will help your business by enabling employees to:

- Communicate confidently
- Plan and organise more effectively
- Recognise and manage problems
- Understand the importance of teamwork
- Improve their use of IT

Contact us

RIAE is able to offer this training free* to eligible businesses under Train to Gain, which is funded by the European Social Fund and the Learning and Skills Council.

To check whether your employers are eligible and for further information about this and other training including Customer Services NVQ, contact Marilyn Sandy, Project Co-ordinator on **020 8498 8293**; email: marilyn.sandy@redbridge-iae.ac.uk

*subject to eligibility criteria

