



Skills Development Service

We're here to help Greater Manchester's organisations, individuals and volunteers to grow and thrive by unlocking the power of your team with our fully funded tailored support and training. Thanks to skills investment from Greater Manchester Combined Authority (GMCA), we're boosting workforce skills, organisation growth and personal development. Click on the fully funded course options below to discover more.

Course availability and registration subject to change as final programme deadline approaches.

Areas: English | Communication | Presentation | ESOL

Challenging Conflict in the Workplace * Communication for Everyday Work Situations * Communication Skills for Logistics & Warehousing * Confident Communication in the Digital Workplace * Confident Public Speaking: Presenting with Impact * Customer Care & Service Excellence * Dealing with Difficult Customers: Strategies for Success * Effective Communication for Residential Childcare * English for Risk Assessment Method Statement * English in Toolbox Talks in Construction * ESOL with Purpose: Talk. Work. Live * ESOL in the Catering Industry * Essential Workplace Communication * Improving Public Speaking * Mind the Gap - Strengthen your English skills * Teaching Early Literacy in Childcare Settings * Tough Talks, Smart Solutions: Navigating Workplace Conversations * Workplace Communication for Health and Care Professionals * Using English in Logistics * EWS Essential Skills for Passive Fire Installers * English & Digital Skills For Passive Fire Supervisors * EWS Essential Skills for Passive Fire - Responsible Persons * English in Mental Health in Construction * Leading Multilingual Teams: Clear Communication Skills with AI Support * ESOL for Employment: Communication & AI Skills * ESOL for Health & Safety in Construction *

Areas: Maths | Numeracy | Data | Budgeting | Forecasting

Building Confidence in Numeracy * Business Finance * Business Finance and Numeracy * Confident Maths, Level 2 * Construction Sector Numeracy * Effective Budgeting * Everyday Calculation in Residential Care Settings * Financial Numeracy * Handling Data for Health & Social Care * Health and Social Care Numeracy * Hospitality Numeracy * Invoicing * Manual Handling for the Workplace * Maths for Business Administration * Maths for Careers in Sports * Maths for Stock Control * Maths for Teaching Assistants at Year 5 * Maths for Teaching Assistants Supporting Year 7 * Maths for the Welding Sector * Maths Foundations for Early Years Educators * Maths in Abrasive Wheels * Maths to Support Teaching Assistants at GCSE Level * Measuring Space and Shape * Practical Skills for the Logistics Sector * Sector Bespoke Numeracy * Stock Control * Supporting Teaching Assistants with Year 6 Maths * Using Maths in Logistics *

Areas: Digital Literacy | Microsoft Applications | Social Media | AI & Cyber Security

Basic Excel * Digital - Networking Basics * Digital Introduction for Artificial Intelligence (AI) for Business Use * Excel Essentials: Building Confidence with Spreadsheets * Intermediate Excel * Intermediate Excel: Smarter Data Handling for the Workplace * Microsoft Applications for the Workplace * Using Artificial Intelligence (AI) in Business and Marketing * Workplace Digital Skills and Cyber Safety * Digital Skills for Construction Supervisors Course * EWS Essential Skills for Passive Fire Installers * English & Digital Skills For Passive Fire Supervisors * EWS Essential Skills for Passive Fire - Responsible Persons * Beginner Excel with AI Support * Advanced Excel with AI (Artificial Intelligence) & Automation Awareness * Excel with AI - Intermediate * SharePoint and AI – Advanced Automation and Integration * Sharepoint and AI – Beginner * Sharepoint and AI – Intermediate * Basic IT Skills for Work * Leading Multilingual Teams: Clear Communication Skills with AI Support * ESOL for Employment: Communication & AI Skills * Digital Presentation Skills for Education Professionals: Creating and Sharing Engaging Learning Resources * AI in Marketing * Basic IT Skills for Work

Eligibility Greater Manchester Organisations and Individuals: 19 years old or over; Employed, volunteering or an unpaid worker and have the right to live and work in the UK.

Give our advisors a call to discuss your needs and get started on your growth journey.

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<https://www.businessgrowthhub.com/programmes/skills-development>

