



## 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

[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](#) \* [Effective Communication for Residential Childcare](#) \* [English for Risk Assessment Method Statement](#) \* [English in Toolbox Talks in Construction](#) \* [Essential Workplace Communication](#) \* [Teaching Early Literacy in Childcare Settings](#) \* [English & Digital Skills For Passive Fire Supervisors](#) \* [English in Mental Health in Construction](#) \* [ESOL for Health & Safety in Construction](#) \* [Elevate your Appraisal Skills](#)

### Areas: Maths | Numeracy | Data | Budgeting | Forecasting

[Business Finance and Numeracy](#) \* [Confident Maths, Level 2](#) \* [Everyday Calculation in Residential Care Settings](#) \* [Handling Data for Health & Social Care](#) \* [Manual Handling for the Workplace](#) \* [Maths Foundations for Early Years Educators](#)

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

[Excel Essentials: Building Confidence with Spreadsheets](#) \* [Intermediate Excel: Smarter Data Handling for the Workplace](#) \* [Microsoft Applications for the Workplace](#) \* [Digital Skills for Construction Supervisors Course](#) \* [English & Digital Skills For Passive Fire Supervisors](#) \* [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](#) \* [ESOL for Employment: Communication & AI Skills](#)

\* [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>

