



# Training Services

## Do you need to

- Stretch your training budget?
- Complement your existing training programme?
- Ease your personal workload?
- Add another voice or style to your training portfolio?
- Fill knowledge gaps?

## We can help!

- Standard Training Modules are all designed to last about an hour including questions.
- Create a half day's programme from the selection offered.
- Integrate one or two modules into your own training days.
- Talk to us about bespoke variants or new programmes to meet your specific needs.
- Our chargeable Premium Courses are delivered in conjunction with our very experienced training partners and provide longer sessions and/or more in-depth content.

## **Benefits**

- In many cases, standard modules are offered free of charge to employers.
- Fulfil your training objectives with reduced budget.
- Add depth and breadth to your curriculum.
- Improve the effectiveness and productivity of your personnel with proven training.
- Take advantage of our extensive experience, and that of our training partners, to complement your in-house capability.





# Knowledge > Innovation > Productivity



# Standard Training Modules (usually free)

This is our standard portfolio. Contact us to check for new additions or to discuss your specific needs.

- Chairs: features, options and applications
- Chair users: training and setting up
- Smart Working
  - Home workers (ergonomics): laptop products, lighting
  - Home workers (education): posture, breaks, productivity
  - Hot desking: workstation provisions, managing specialist chairs

#### • Input devices and accessories: features, options, applications

- Back-Track: Manual Handling tool
- New products and technologies
- Sit-stand working options and considerations

Our ongoing programme also includes one hour webinars and free half- and full-day seminars around the country. For further details, visit http://bit.ly/OsEvents

## Premium Training Courses (chargeable)

#### **Tutorials and Workshops**

These are all available as open sessions or can be run in-house for your organisation. CPD certificates are available for all courses.

- **DSE Assessor** one day training for newly-appointed (or recently-appointed) workstation assessors comprising an overview of the legislation, techniques and procedures required.
- Advanced DSE Assessor two day course for experienced workstation assessors to provide a more in-depth understanding of workstation problem solving and products to address specific individual needs.
- Ergonomics in Practice three day course providing delegates with a good understanding of ergonomics in its broadest context and practical workshops to apply what they have learned.
- **MHFA Lite** the Mental Health First Aid half day course offering an overview of mental health vocabulary and attitudes as well as a greater understanding of the most common mental health conditions.

- Understanding Dyslexia exploring dyslexia and other related Specific Learning Difficulties, employers' responsibilities and the Equality Act, becoming more dyslexia-friendly and examples of reasonable adjustments.
- **FitBack**<sup>®</sup> one hour physio-led education and exercise workshop to prevent back pain.
- FitBack & Bumps<sup>®</sup> Healthier Pregnancy two hour physio-led workshop to reduce the incidence of back pain, improve posture and provide education about safe exercise during pregnancy.
- Email management nothing to do with ergonomics but all about productivity, this course explains Inbox Zero techniques to regain control of your email and your life!

#### **One-to-One**

2-3 hour sessions with a personal trainer to get to grips with assistive technology and productivity software. Packages covered include:

- Dragon Naturally Speaking
- Read & Write
- MindView

- ClaroRead
- Audio Notetaker
- ZoomText

### What next?

Contact the Customer Service team for further information or to arrange a discussion with our Training Manager.

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