

inTraining



training solutions

www.nfbtraining.co.uk

first class...first choice



As part of one of the UK's leading trade federations, NFB Training has the understanding, expertise and industry contacts essential for providing construction companies with effective training solutions relevant to today's competitive market place.

As well as a comprehensive range of open workshops, we are proud of our reputation for developing bespoke and innovative construction-related training initiatives, working with companies to ensure they have the necessary skills and expertise to build on their success.

With a variety of delivery formats, locations and dates available, flexibility and customer service lie at the heart of everything we do, making us increasingly the first choice for training provision within the construction industry.

First Class Solutions

Through all our training and development programmes, our trainers bring a wealth of experience and knowledge to key areas of your business including:

- Sustainability
- Business solutions
- Personal development
- Legal solutions
- Health & safety

“The training courses offered are flexible and relevant; we find them essential to the ongoing development of our staff. Our annual training plan is based around the NFB training courses”

Stephen Denman
T Denman & Sons
(Melton Mowbray) Ltd

first class delivery

All our trainers have extensive knowledge and experience of the construction industry and many of our courses carry industry recognised accreditations. Our courses can be delivered in a variety of formats including:

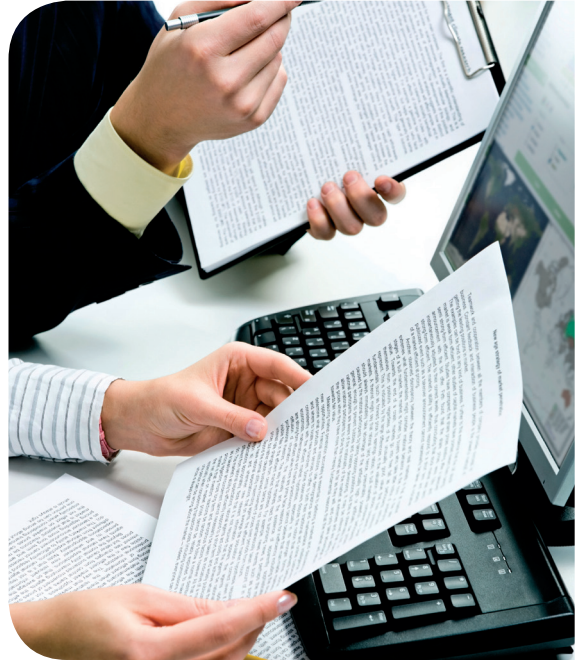
- Open
- In-house
- Tailored
- Modular
- Structured
- Bespoke

First Class Accessibility

The NFB Training website makes it easy for you to access course details, book online, discover grant and funding opportunities and receive all the up to date news and developments in the construction skills sector.

First Class Guidance

Whether you are looking for information or putting together a training and development programme, seeking advice on how to claim grants, or trying to find that perfect training course, our Training Team can help. Simply contact us on our dedicated advice line **08450 570 041/2**



“We have found NFB Training to be very specific to our training needs, in particular with environmental & sustainability which are top of the agenda. Training is provided at local venues and at very competitive rates”

Jonathan Hemingway
Director
Abrahams and Carlisle

health & safety

Whatever the size of your business, health & safety training is essential to protect your employees' well-being and minimise the risks in the workplace. NFB Training offers a comprehensive portfolio of health & safety training programmes that cover all the key areas which are specifically related to the construction industry.

Abrasive Wheels	Essential training for operatives working with, or using, abrasive wheels to ensure safe working practice	½ day
Asbestos Awareness	Of particular interest to those with a direct or indirect responsibility for the management of asbestos in the workplace	½ day
IOSH* Directing Safely	For people with strategic responsibility for determining and implementing effective health & safety management within an organisation	1 day
IOSH* Managing Safely in Construction	Directed at managers and senior staff who are required to manage efficiently and effectively in compliance with both the organisation's safety policy and current health & safety legislation	4 days
Manual Handling	For all staff who have to lift, carry and move items as part of their work	½ day
Scaffold Inspection & Appreciation	Designed for supervisors and managers with responsibility for the inspection of scaffolding on site	1 day
Working at Height	Essential training for all operatives working at height to ensure safe working practices	½ day

*Institute of Occupational Safety and Health

Further Courses

- Risk Assessments
- PASMA* Mobile Tower & Dismantling Procedures (*Pre-fabricated Access Supplies and Manufacture Association)
- Site Safety Plus – Health & Safety Awareness
- Site Safety Plus – Site Supervisors' Safety Training (SSSTS)
- Site Safety Plus – Site Management Safety Training Scheme (SMSTS) five day
- Site Safety Plus – Site Management Safety Training Scheme (SMSTS) two day refresher course
- Small Contractor's Site Safety Responsibilities
- Train the Trainer

For a full list of our health and safety courses please request a copy of our brochure by completing the faxback form included with this leaflet.

Many of NFB Training's courses are eligible for a ConstructionSkills grant which can significantly reduce the costs of training. It's quick and straightforward to claim, some are even paid automatically. Full details of grants available can be found on the ConstructionSkills website at www.cskills.org/grants

business development

NFB Training has developed a portfolio of business development solutions that give insight into the key issues that clients, contractors and suppliers face in the market place today. Each programme provides the practical tools and techniques needed to understand and implement successful strategies to win work.

Bid to Win Training

Contractors can often lose out on valuable opportunities to win work by failing to recognise the opportunity to promote themselves to clients at both PQQ and interview stage. NFB Training offers a range of training workshops, coaching and mentoring services to provide companies with a greater understanding of what the client is looking for and how to provide it.

Bid to Win Clinic	A programme which is suitable for employees, managers and senior managers with responsibilities for identifying and winning work	2 days
Bid to Win Masterclass	Suitable for employees, managers and senior managers with responsibilities for identifying and winning work	4 days
Sustainable Procurement	Designed for clients, company directors and senior managers with responsibility for developing a company's sustainable procurement strategy	2 days
Collaborative Working & Supply Chain Management	Suitable for employees, managers and senior managers involved with partnering and supply chain management	5 days
PAS 91	Aimed at senior level management within construction companies, this introductory workshop will provide a look at the approach to completing a PAS 91 PQQ	½ day

Management and Leadership

Designed to elevate the management skills and knowledge of managers and enable them to provide confident and professional leadership relevant to a company's specific requirements, NFB Training's range of management and development courses cover the following topics:

- Personal development
- Effective communication
- Performance management
- Management and leadership
- Managing staff
- Problem solving and decision making
- Mentoring

For a full list of our business development courses please request a copy of our brochure by completing the faxback form included with this leaflet.

"I attended the NFB's Supply Chain Management training course and found it both interesting and beneficial to my company"

Mark Wakeford
Director
Stephnell Ltd

sustainability solutions

The NFB Training Team has put together a comprehensive sustainability training package. Aimed at the SME, these programmes will focus on all aspects affecting the management team, whether this is middle managers and the practical application on site, or senior managers and directors and the company strategy.

Environmental Awareness	For those who require a solid understanding of environmental issues in order to work in or operate a sustainable construction company	1 day
Carbon and Construction	Designed for company directors and senior managers wanting to understand the increasing strategic importance of carbon management in construction	1 day
Introduction to BREEAM*	A workshop for senior management representatives wanting to gain an insight to the BREEAM scheme	½ day
Understanding BREEAM*	For individuals who have responsibility for achieving BREEAM standards at any level from design through to construction	1 day
The Strategy for Sustainable Construction	An ideal workshop for directors and senior management who are not familiar with the UK Strategy for Sustainable Construction and the implications for the industry	½ day
Understanding Site Waste Management Plans (SWMP)	This workshop will enable site managers to understand and develop SWMPs that are fully compliant with regulations	½ day

*Building Research Establishment Environmental Assessment Method

Further Courses

- Environmental Management Systems (EMS) in Construction: an Introduction
- Waste Management in Construction
- Construction Waste Awareness Certificate (CIWM)
- Becoming a Sustainable Organisation
- Introduction to the Code for Sustainable Homes
- Understanding Landscapes and Ecology Issues on Site
- Understanding Environment Legislation: Do's and Don't's for Construction Sites
- Environmental Legislation: an Update

For a full list of our sustainability courses please request a copy of our brochure by completing the fackback form included with this leaflet.

legal solutions

Our extensive collection of legal workshops and training courses provide companies with the knowledge and expertise to understand the risks and requirements of both construction and contract law and to minimise the company's exposure in these areas.

Contractual Awareness	This programme will be an ideal learning opportunity for contract directors / managers or any other personnel involved in contractual matters	3 x ½ days
Discipline & Grievance	Aimed at managers, supervisors or team leaders who have responsibility for the management of employees	½ day
Redundancies	This workshop is ideal for managers, supervisors or team leaders who have responsibility for the management of employees	½ day

Further Courses

- Employment Law
- Bullying, Harassment and Victimisation
- Sickness Absence

NFB Training is committed to providing a wide range of training programmes within this area and in addition to the courses listed we can also offer training programmes in other areas. Call the Training Team on **08450 570 041/2** for more details.

Personal Development

NFB Training have put together a collection of training programmes to develop the communication and interpersonal skills required to meet both personal and organisational goals.

Time Management	Suitable for managers and professionals who want to 'step up' their productivity through better use of time	1 day
Effective Communication	This interactive workshop covers preparation to delivery and everything in between	1 day

Further Courses

- Negotiation Skills
- How to Make a Powerful Presentation

For a full list of our personal development courses please request a copy of our brochure by completing the fackback form included with this leaflet.

“The NFB provides a valuable training programme and can assist a SME with their training needs without the stress of organising their own. We love the personal touch and accessibility”

Alison Perry
Managing Director
Triangle Builders

NFB Training initiatives and specialist groups

<p>Continuous Improvement (CI) Club</p>	<p>The NFB Continuous Improvement Club initiative is the vehicle through which its members can satisfy the clients' needs and expectations whilst improving the efficiency and effectiveness of their business</p> <p>Club members benchmark their performance against each other as well as the wider industry, with a view to identifying best practice and adopting superior practices</p>
<p>Consortia</p>	<p>With public sector bodies increasingly using regional frameworks for their procurement, the challenge for the SME to win work continues to grow</p> <p>NFB Training has developed its consortia business model to help its members meet this challenge. By forming consortia SMEs can consolidate the tangible benefits they individually offer and become a real competitor to the major contractors</p>
<p>Training Group</p>	<p>The NFB Training Group has been set up to discuss and make recommendations on the NFB's position on matters relating to the relevant sector skills councils in general and ConstructionSkills in particular</p> <p>The Group provides advice and guidance to NFB members who hold positions on the Board and committees of ConstructionSkills and other similar organisations including the National Heritage Training Group (NHTG), the Cross Industry Construction Apprenticeship Task Force (CCATF) and the ConstructionSkills Certification Scheme (CSCS) stakeholder group</p>
<p>Heritage Group</p>	<p>The NFB Heritage Group has been set up to discuss and determine the NFB's position relating to training needs, policy priorities and targets relating to the built heritage sector and to feedback, on behalf of the NFB, the views and opinions of the group to the main National Heritage Training Group (NHTG) board</p> <p>Its remit is to represent the needs of NFB members in relation to the built heritage sector, make recommendations about suitable methodology and provision of training within the built heritage sector and advise about training priorities and pre-vocational educational development</p>



Tel: 08450 570 041/2

Email: training@builders.org.uk

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