

for your future

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Tony Edwards,
Managing Director, ATG Training

Our focus is for your future...

ATG Training has been a leading provider of funded and commercial training programmes for over 40 years and offers a valuable resource to companies and delegates. The company's head office is in the Future Centre, Smeaton Close Aylesbury, and provides around 33,000 sq ft of workshops, offices and training facilities to delegates and companies alike.

The organisation's philosophy has remained constant: to develop training based on the real-world needs of employers, delivered in a structured and disciplined environment. ATG has trained many thousands of employees, many of whom have subsequently sent their own staff for training, further enhancing ATG Training's growing national reputation.

Today, ATG Training - a not-for-profit charity - is one of the largest independent training providers in the Thames Valley, and at any one time has up to 1000 trainees being trained and assessed in both work-based learning programmes and at its specialised training centres in both Aylesbury and Manchester.

Tony Edwards, the Managing Director of ATG Training said: "We believe that the facilities at the Future Centre Aylesbury and in Manchester enable ATG Training to offer high class facilities for our delegates and will help companies and their staff to provide the quality of service to their clients that is demanded in the 21st century."



ATG Training's Headquarters, Aylesbury

About ATG Training

ATG Training specialises in the Management Development, Executive, Health and Safety and Electrical Safety sectors. We are accredited with the leading awarding bodies in these fields, including ILM, NEBOSH, IOSH, EAL, CITY & GUILDS, and EDEXCEL. Since 1999, ATG Training have conducted over 700 In-Company Training Courses and trained over 11,000 delegates.

Your training experience

You will have high quality tutors with restricted class sizes to provide a good quality training experience, with pass rates way beyond the national average.

Venues

ATG Training run courses at our Aylesbury Headquarters and Manchester Training Centre. We also use a range of high calibre conference centres in the Aylesbury area.

We can offer a full range of IT, Electrical Safety, Health and Safety and Management Training at Manchester on demand. In addition, we also have an engineering workshop where we deliver funded engineering training up to advanced level.

ATG Training are proud to have been nominated for the 2008 National Training Awards.

97% of clients have rated the workshops as excellent/good both in terms of tutors and content.

How do I book?

For 1 - 3 delegates we recommend using the PUBLIC COURSE SCHEDULE in the pages that follow. Visit atg-training.co.uk and simply follow on to see the course overview. If the course suits, either book via email or call us and we will do it for you.

For 4 delegates + we recommend using an IN-COMPANY DELIVERY option. This is where we run an existing course at your premises or a venue agreed with you for your staff only. This can be a very cost effective way to train many staff.

For Bespoke Training we can tailor any of our workshops to meet your specific needs, or develop a bespoke Programme to meet your particular business objectives. Call our Business Development Team now for more details and a free quotation.

01296 737800

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www.atg-training.co.uk

info@atg-training.co.uk

atg training 
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ATG Training have been running electrical safety courses since 1999, and have become one of the largest providers in the Oxon and Bucks area. Our Electrical Safety Courses are accredited by EAL, or City and Guilds. The remaining courses have been developed within ATG Training. With small class sizes and experienced, high quality tutors we have higher pass rates than the national average, representing great value for your money. We will advise you on which sequence of courses you need, according to your circumstances.

Fees exclude VAT.

	EL5 Part P – VRQ for Domestic Installers	workshop fees exc. EAL Registration of £200	1 day	£ 695
	EL14L1 Basic Testing & Inspection – Level 1 (Refresher for EL5)		1 day	£ 185
	EL4 Part P – Building Regulations	workshop fees exc. EAL Registration of £50	1 day	£ 200
	EL2.1 City & Guilds 2382-20 (BS7671 17th Edition) 1 day conversion from 16th Ed to 17th Ed.		1 day	£ 215
	EL2 City & Guilds 2382-10 (BS7671- 17th Edition) Certificate in the Requirements for Electrical Installations		3 days	£ 650
	EL8 City & Guilds 2391 Certificate in Inspection, Testing & Certification of Electrical Installations		3 days	£ 650
	EL14 Level 2 Basic Testing & Inspection Practical Revision for EL8		1 day	£ 185
	EL10.1 Principles of PAT Testing		1 day	£ 200
	EL10 City & Guilds 2377-002 Certificate of Competence for the Inspection & Testing of Electrical Equipment		1 day	£ 250
	EL7 Electrical Awareness Programme		1 day	£ 200

In-Company

EL3	On-Site Testing & Safety of Portable Electrical Appliances Electrical Equipment		1 day	£ 895 plus expenses
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ATG Training may be able to provide **any** of the courses listed 'In Company', Please call :

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A comprehensive range of certified and non-certified programmes aimed at helping organisations be healthy, legal and boost their performance. We run a full range of accredited and ATG Training developed courses across the whole spectrum of Health and Safety. Our accredited courses are endorsed by:

NEBOSH – National Examination Board for Occupational Safety and Health. Globally recognized provider of Health and Safety qualifications.

IOSH – Institute of Occupational Safety and Health. The leading Health and Safety Professional body for Europe.

CIEH - Chartered Institute of Environmental Health. Specialist awarding body concerning Environmental and Public Health and Safety.

Fees exclude VAT.



NEB1	NEBOSH National General Certificate in Occupational Safety and Health A 10 day programme involving over 87 hours of tutorial study plus practical examination, free revision day and written examinations.		£1550
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IOSH1	Managing Safely Workshop fees inc. registration and certification - exc. resists	4 days	£ 849
IOSH2	Safety for Senior Executives Workshop fees inc. registration and certification - exc. resists	1 day	£ 320
IOSH3	Working Safely Workshop fees inc. registration and certification - exc. resists	1 day	£ 285



CIEH2	Risk Assessment Principles & Practice	1 day	£ 285
CIEH3	Principles of Manual handling	half day	£ 195
CIEH4	Principles of COSHH fees inc. registration and certification - exc. resists	half day	£ 195

HS01	Safe Use of Abrasive Wheels to meet PUWER	half day	£ 185
HSO2	Safe Use of Power to meet PUWER	half day	£ 245
HSM5	Health & Safety for Health & Safety Representatives	full day	£ 265

FM1	Fire Marshall Training	half day	£ 125
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In-Company

CIEH5	Stress Awareness	1 day	
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HS05	Fork Lift Truck Driver Training	Dates and duration on application	
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HS09	Working at Heights	1 day	
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FA1	Emergency First Aid for Appointed Persons	1 day	
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FA2	Four Day First Aid at Work Certificate	4 days	
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Our Management Development Workshops address the core areas for all Managers and Supervisors wanting to optimise their own performance and the performance of those they manage. CIEH - Chartered Institute of Environmental Health. Specialist awarding body concerning Environmental and Public Health and Safety.

Fees exclude VAT.



ILM1	ILM Award in First Line Management <small>(Workshop fees exclude ILM registration and certification of £90)</small>		5 days	£ 995
MD1	Managing Effectively from the Start	<small>(ILM endorsed)</small>	2 days	£ 695
MD2	People Management Skills	<small>(ILM endorsed)</small>	2 days	£ 695
MD4	Essential Interviewing Skills	<small>(ILM endorsed)</small>	1 day	£ 349
MD6	Finance for the Non-Financial Manager	<small>(ILM endorsed)</small>	2 days	£ 695
PM1	Effective Management of Projects	<small>(ILM endorsed)</small>	2 days	£ 695
COM1	Developing Personal Effectiveness	<small>(ILM endorsed)</small>	1 day	£ 349
COM6	Dealing Effectively with Difficult People	<small>(ILM endorsed)</small>	1 day	£ 349

In-Company. £1550 per day plus expenses

COM3	Presenting Yourself, Your Work, Your Ideas		2 days	
COM9	Creative Decision Making & Problem Solving		1 day	
MD3	Team Building for Top Performance		2 days	
MD7	Coaching for Performance & Development		2 days	
MD10	Managing Concise & Effective Meetings		1 day	
MD9	Managing Grievance & Discipline Lawfully		1 day	

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Sales and Customer Service (all courses in-company)

For Sales growth - Sales is the lifeblood of any commercial organisation. These courses provide professional training for your sales people, giving them the tools and skills to increase their sales performance. More and more businesses are understanding the importance of great service in retaining their customers and growing their business. These courses equip delegates with practical skills to achieve this.

All courses are priced at £1150 per day plus VAT & expenses.

SM5	Effective Selling Techniques	2 days
SM2	Winning Telemarketing Techniques	1 day
MD5	Negotiating Skills – How to Achieve a ‘Win-Win’ outcome every time	2 days
MD4	Essential Interviewing Skills	1 day
COM5	Telephone Techniques – maximize your impact over the telephone	1 day

Director

Our Programmes are specifically designed for Directors and Senior Managers to develop the skills and behaviours needed to lead organisations successfully and for a top team to realise its full potential.

DIR2	Developing Strategic Thinking	1 day	£ 395
DIR4	Effective Leadership in Senior Management	2 days	£ 790
 IOSH2	Safety for Senior Executives	1 day	£ 320

IT

These ever popular courses are run using nationally recognised IT trainers with a recommended maximum of 8 delegates to maintain course quality. Participants often find these courses help develop their confidence and skills in a short-time. At just £795 per day plus expenses they represent excellent value for money.

CS6	Getting answers with Excel (Introductory)	1 day
CS7	Excel for Better Business Information (Intermediate)	1 day
CS14	Advanced Excel	1 day
CS9	Powerpoint for Effective Business Presentations (Introductory / Intermediate)	1 day
CS12	Project Management with Microsoft Project (Introductory / Intermediate)	2 days

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RAF Croughton

Peter Spencer, CE Health, Safety and Training

Many thanks to you all for the excellent training provided to me on the most recent NEBOSH course and for the 17th edition training that you provided for our site electricians.

Particular thanks to Jess for her excellent organizational skills and flexibility with regards to training date changes that had to be made.

RAF Croughton appreciate the effort and hard work taken by ATG Training to achieve the end results.

Building Research Establishment

David Noakes, Bre Facilities Electrician Team Leader

I just wanted to write and say how impressed I was with the PAT Testing course, the content and organisation could not have been better. The tutor Dave Martin presented the course well and passed on all the information we needed in an interesting and effective way.

It can be hard to sit in a class and study when your used to working as an Electrician, however Dave did a great job and even with my 25 years experience I learnt many things that I didn't know.

This was my 3rd course at ATG Training, the first being the C&G 2391 back in 2006 taken by Ken Fitch, a walking encyclopaedia of electrical knowledge. The 2nd being the 17th edition that I took in May this year with Maurice Farmer, a 17th edition guru! I passed both of these first time thanks to both the knowledge and teaching ability of the tutors.

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