RECRUITING APPRENTICES AND TRAINING NEEDS ANALYSIS WORKSHOPS

(in partnership with InvestNI)

COLERAINE & NEWRY – BOOK NOW

FREE
to CITB NI registered employers

Please have your registration number available when booking

Date: Wednesday, 17 January 2018, 8:45am-12:45pm
Venue: Lodge Hotel, Lodge Road Roundabout, Coleraine BT52 1NF

BOOK NOW

Date: Wednesday, 18 April 2018, 8:45am-12:45pm
Venue: Canal Court, Merchants Quay, Newry BT35 8HF

BOOK NOW

AGENDA	
8:45am	**Registration / Tea & Coffee**
9:00am	**CITB NI's Products & Services including overview of Recruiting Apprentices**
9:30am	**Training Needs Analysis – Part 1**
11:00am	**Break**
11:15am	**Training Needs Analysis – Part 2**
12:45pm	**Close & Networking**

Recruiting Apprentices

Can you take on an Apprentice and help the Construction Industry Sustain and Grow?

There are many benefits to employing a Construction Apprentice. Come along and find out about funding available for employing apprentices and how to recruit and promote opportunities.

Training Needs Analysis

These Training Needs Analysis Workshops will provide you with advice on **upskilling your workforce.**

You understand the benefits of increasing the skills of your team, but identifying the right training is a skill in itself.

These workshops will give you an insight into the **tools and techniques** used by Learning and Development professionals to analyse training needs. This will enable you to **increase productivity and improve the skills of your people** through targeted training going forward.

The interactive session will cover:

- What is a Training Needs Analysis?
- The 3 levels of Training Needs Analysis
- Potential training resources for your people

Speaker Profile

Maeve Carabine has extensive knowledge from her work within Learning & Development for the last 17 years. She has worked across a range of businesses and sectors, including telecommunications and contact centres.

She is CIPD (Chartered Institute of Personnel and Development) qualified, is an accredited coach, mentor and Institute of Leadership and Management (ILM) trainer. Maeve is highly experienced and has held a number of roles in training delivery and management across a number of different teams and organisations.

Since 2013 Maeve has worked for Invest NI as a Skills Adviser, providing local companies of all sizes with advice and support.

CITB NI BUSINESS IMPROVEMENT EVENTS 2017/18

Programme of Events

Topics	Date	Venue	Book Now
Tendering in the Public Sector Construction Market Workshop (in partnership with InterTradeIreland)	Monday 13 November 2017	CITB NI, Crumlin	**BOOK NOW £25***
Recruiting Apprentices and Training Needs Analysis (in partnership with InvestNI)**	Wednesday 17 January 2018	Lodge Hotel, Coleraine	**BOOK NOW**
Digital Marketing & Social Media Workshop	Wednesday 21 February 2018	Seagoe Hotel, Portadown	**BOOK NOW**
Tendering in the Public Sector Construction Market Workshop (in partnership with InterTradeIreland)	Friday 23 February 2018	Innovation Centre, Derry/Londonderry	**BOOK NOW £25***
Credit Control & Cyber Security	Wednesday 21 March 2018	CITB NI, Crumlin	**BOOK NOW**
Recruiting Apprentices and Training Needs Analysis (in partnership with InvestNI)**	Wednesday 18 April 2018	Canal Court, Newry	**BOOK NOW**
Digital Marketing & Social Media Workshop	Wednesday 23 May 2018	Silverbirch Hotel, Omagh	**BOOK NOW**
Tendering in the Public Sector Construction Market Workshop (in partnership with InterTradeIreland)	Friday 15 June 2018	Canal Court, Newry	**BOOK NOW £25***
Credit Control & Cyber Security	Wednesday 20 June 2018	Everglades Hotel, Derry/Londonderry	**BOOK NOW**
Tendering in the Public Sector Construction Market Workshop (in partnership with InterTradeIreland)	Monday 1 October 2018	CITB NI, Crumlin	**BOOK NOW £25***

Please note there is a charge of £25* to attend the 'Tendering in the Public Sector Construction Market' Workshop. All other events are **FREE** to registered employers and £25 for non CITB NI registered attendees.

*not eligible for CITB NI Grant
**Only CITB NI registered employers eligible to attend

Refreshments will be provided on arrival.

For further information contact:
CITB NI
17 Dundrod Road
Crumlin
Co Antrim BT29 4SR
Tel: 028 9082 5466
Email: info@citbni.org.uk
Website: www.citbni.org.uk

FREE to CITB NI registered employers

Please have your registration number available when booking

£25 for non CITB NI registered attendees

Are you working in construction? Construction employers working in Northern Ireland for 27 weeks or more are legally required to register with CITB NI. Registered employers can claim training grants, access our Mobile Training Unit, Virtual Training Facility VET360, scaffolding training and training support materials such as health & safety booklets, blueprint and online training directory. Find out about these and other services at **www.citbni.org.uk**. To find out more about how to register log on to **http://www.citbni.org.uk/Test-Page/Registration.aspx**

CITB
CONSTRUCTION INDUSTRY TRAINING BOARD NI