

RECRUITING APPRENTICES AND TRAINING NEEDS ANALYSIS WORKSHOPS

(in partnership with Invest NI)



Half day training sessions (two dates):

→ DERRY/LONDONDERRY

Date: Wednesday, 30 January 2019, 9:15am-1pm
Venue: Catalyst Inc, The Innovation Centre, Bay Road, Derry/
Londonderry BT48 7TG

BOOK NOW

→ OMAGH

Date: Tuesday, 25 June 2019, 9:15am-1pm
Venue: Silverbirch Hotel, 5 Gortin Road, Omagh BT79 7DH

BOOK NOW

FREE

event open to
CITB NI Registered
Employers
only.

Please have
your registration
number
available when
booking

Recruiting Apprentices & Overview of CITB NI's Products & Services

Thinking about taking on an apprentice but not sure how to? We will tell you about the different apprenticeships, what funding is available and how to recruit and retain your apprentice so you have a loyal and motivated workforce that you have trained to meet your specific business needs.

Training Needs Analysis

This training needs analysis workshop 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.

The workshop 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.

Content includes:

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

PROGRAMME

| | |
|---------------|---|
| 9:15-9:30am: | Registration, Tea & Coffee |
| 9:30-10:00am: | Recruiting Apprentices & CITB NI's Products and Services |
| 10:00am-1pm: | Training Needs Analysis |

Speaker Profile

Maeve Carabine has extensive knowledge from her work within learning and development for the last 18 years. She has worked across a range of businesses and sectors, including telecommunications and contact centres.

She is CIPD (Chartered Institute of Personnel Development) qualified, is an accredited coach, mentor and Institute of Leadership and Management (ILM) trainer.

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 2018/19

Programme of Events

| Topics | Date | Venue | Click link below to Book |
|---|--------------------------------|-----------------------|--|
| Tendering in the Public Sector Construction Market Workshop | Monday, 1 October 2018 | CITB NI, Crumlin | <u>BOOK NOW</u> <u>£25*</u> |
| Introductory Digital Marketing & Social Media Workshop | Wednesday, 24 October 2018 | Newcastle | <u>BOOK NOW</u> |
| GDPR and Cyber Security Awareness Training | Wednesday, 21 November 2018 | Portadown | <u>BOOK NOW</u> |
| Advanced Digital Marketing & Social Media Workshop | Wednesday, 16 January 2019 | Belfast | <u>BOOK NOW</u> |
| Recruiting Apprentices & Training Needs Analysis (for CITB NI Registered Employers only) | Wednesday, 30 January 2019 | Derry/ Londonderry | <u>BOOK NOW</u> |
| Advanced Tendering - in Public Sector Construction* | Wednesday, 6 February 2019 | Cookstown | <u>BOOK NOW</u> <u>£25*</u> |
| Introductory Digital Marketing & Social Media Workshop | Wednesday, 27 February 2019 | Coleraine | <u>BOOK NOW</u> |
| GDPR and Cyber Security Awareness Training | Wednesday, 13 March 2019 | Ballymena | <u>BOOK NOW</u> |
| Tendering in the Public Sector Construction Market Workshop | Tuesday, 7 May 2019 | Belfast | <u>BOOK NOW</u> <u>£25*</u> |
| Recruiting Apprentices & Training Needs Analysis (for CITB NI Registered Employers only) | Tuesday, 25 June 2019 | Omagh | <u>BOOK NOW</u> |
| Advanced Tendering - In Public Sector Construction | Wednesday, 5 June 2019 | Portadown | <u>BOOK NOW</u> <u>£25*</u> |
| Advanced Digital Marketing & Social Media Workshop | Wednesday, 29 May 2019 | Derry/ Londonderry | <u>BOOK NOW</u> |

Please note there is a charge to all attendees of **£25** to attend the Tendering Workshops. Price includes lunch.

*These Workshops are not eligible for CITB NI Grant.

For further information contact:

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Events, unless otherwise stated, are open to non CITB NI registered companies but will incur a charge of £25.

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.
Click here to find out more about how to register.

