

# S.T.A.R.T Programme

Skills, Training, Achieve, Reflect and Transfer



**Mode of Attendance:** Day | **Duration:** 4 x 4 Hour Sessions

---

The **START** programme aims to develop a range of core skills essential for success in the workplace. Delegates will attend an induction workshop where they will be asked to carry out a self-assessment of their current skills including strengths and weaknesses. They will then be asked to complete a variety of practical and theoretical activities and work based assignments which will develop their skills in identified areas for improvement. The programme is designed to enhance, challenge and develop individuals.

---

## Course Outline:

The programme looks at key areas including:

- > Customer Care
- > Delegation
- > Negotiation
- > Communication
- > Time Management

**Target Audience:** This course is suitable for anyone wishing to develop key core skills.

**Entrance Criteria:** There are no formal entry requirements.

## FURTHER STUDY OPPORTUNITIES

Candidates may be interested in further training courses available at the college.

## BENEFITS TO THE ORGANISATION

Employees will have well-developed core skills which are vital to the success of any work area and organisation.

## BENEFITS TO THE INDIVIDUAL

Delegates will have enhanced core skills which will improve their effectiveness in their everyday roles. These skills are also transferable across a wide range of jobs and sectors.

## PRICE

Please call for information on course costs.

Personal Development  
**S.T.A.R.T Programme**



---

**MORE INFORMATION**

**ILA**

This course is eligible for an ILA Account. You must provide your ILA account number prior to booking any course.

**Booking**

To book places on any of our personal development courses, please complete the enclosed booking form and return to Forth Valley College Business Training at the address below along with full payment for the courses booked.