

# **LEARNING TO SUCCEED:**

**From Signposting to Cyberspace**

## **SERVICES TO EMPLOYERS**



## **SERVICES AND SUPPORT**

- **SKILLSOLVE**
- **TAPS DATABASE**
- **MINI RESOURCE CENTRE**
- **INDIVIDUAL ADVICE AND GUIDANCE**
- **TRAINING NEEDS ANALYSIS** - staff appraisals
- **NVQ LEVEL 2 TRAINING** - for one member of staff
- **CONSULTANCY** - identify funding for training, staff development, redundancy

## **GUIDELINE CAREER SERVICES**

### **LEARNING TO SUCCEED PILOT PROJECT**

- \* FUNDED BY EUROPEAN SOCIAL FUND
  
- \* RUNS FROM:  
JANUARY 1999 - DECEMBER 2000
  
- \* WORK WITH 20 S. M. E.s
  
- \* INDUSTRIAL SECTORS:  
TEXTILES  
ENGINEERING  
SMALL RETAIL
  
- \* SUPPORT FOR:  
EMPLOYEE DEVELOPMENT  
IMPROVE COMPETITIVENESS

## **GUIDELINE CAREER SERVICES**

### **LEARNING TO SUCCEED PILOT PROJECT**

#### **WORKING WITH EMPLOYERS**

##### WHAT WILL WE DO?

- \* Installation of Computer with Internet access for learning and training opportunities
- \* Installation of mini resource centre
- \* Management training sessions
- \* Employee training and development sessions
- \* One-to-one employee development interviews
- \* Computerised software for training needs analysis (skill solve)
- \* NVQ training for one employee to support the programme and the individuals skills
- \* On-going consultancy - with practical support

## **GUIDELINE CAREER SERVICES**

### **LEARNING TO SUCCEED PILOT PROJECT**

#### **WORKING WITH EMPLOYERS**

\* **EMPLOYEE DEVELOPMENT:**

generate the learning culture amongst employees

provide advice, guidance and support to encourage employees to access learning and training opportunities

provide information about learning and training opportunities to enable employees to improve their job skills

provide information about funding for training

**A BETTER EDUCUATED AND SKILLED  
WORKFORCE CAN IMPROVE THE  
COMPETITIVENESS OF A BUSINESS AND  
PREPARE EMPLOYEES FOR CHANGING  
DEMANDS OF INDUSTRY**

## **GUIDELINE CAREER SERVICES**

### **LEARNING TO SUCCEED PILOT PROJECT**

#### **WORKING WITH EMPLOYERS**

\* **SUPPORT FOR MANAGEMENT**

**TRAINING SESSIONS FOR  
IMPROVING MANAGEMENT  
SKILLS**

**SUPPORT THE EMPLOYERS  
STAFF APPRAISAL PROGRAMME  
BY:**

providing training for managers  
on how to implement a successful  
staff appraisal programme

”skill solve” computerised or  
manual training needs analysis

interviewing employees to prepare  
them for their appraisals

provide support in devising a company  
training plan

## **GUIDELINE CAREER SERVICES**

### **LEARNING TO SUCCEED PILOT PROJECT**

#### ***support for GEOFFREY E. MACPHERSON'S***

#### COMMITMENT BY THE EMPLOYER

##### TIME

Management TIME to work with Guideline staff to develop the optimum level of support YOU want

TIME for planning the services and support provided by Guideline staff

Access to employees to enable Guideline staff to provide Information advice and guidance to help them improve their job skills