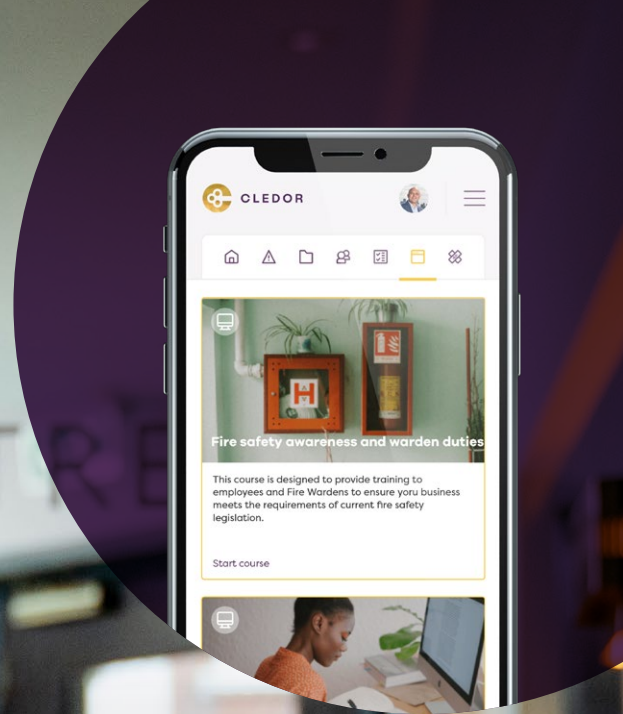




CLEDOR

Find your key people



E-Learning for On-Site Staff

Cledor helps UK managing agents find talented on-site staff. It also ensures they are trained to the highest standards.



I've taken six courses so far — they were all very helpful and relevant













Contact us today to create a bespoke e-learning training programme for your site staff.

info@cledor.co.uk | 020 7403 5600

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On Site Staff – E-Learning Training Programme













Course #	Training Course and Assessment	Brief description of course	Approx duration
1	 Coronavirus Awareness for Employees	As the effects of COVID-19 continue we all have a duty to protect each other from the risks. This course explains the local requirements to ensure you know how to reduce the risk of exposure and the spread of COVID-19.	20 mins
2	 Coronavirus Vaccine Awareness	This course provides you with an understanding of the COVID-19 vaccination process and common questions	20 mins
3	 Fire Safety Awareness & Warden Duties	This course is designed to provide training to staff members and Fire Wardens to ensure your client meets the requirements of current fire safety legislation	25 mins
4	 H&S Awareness	This course is to help you continue learning and reinforce key messages about H&S awareness. Additionally, it will provide you with tips and resources for reducing risk and avoiding these on-the-job injuries.	25 mins
5	 H&S Responsibilities	This course is to help you continue learning and reinforce key messages about awareness. Additionally it will provide you with tips and resources for reducing risk and avoiding these on-the-job injuries.	25 mins
6	 Asbestos Awareness	This course provides a general overview of asbestos and the statutory responsibilities placed on employers, the self-employed and sub-contractors, and provide the necessary awareness for members of site staff. The course will give attendees the skills and knowledge to adequately monitor and control asbestos within their workspace.	25 mins
7	 Lone Working	This course covers the potential hazards that relate specifically to lone workers and the appropriate action that should be taken to reduce the risks.	20 mins
8	 Manual Handling	To ensure that your client meets the requirements of current manual handling legislation objectives and provide you with an insight of the manual handling process and techniques and correct approach to reduce the risk of injury.	25 mins
9	 Working at Height	This course is available to all employees who would benefit from knowledge on safe procedures when working at height. The course covers the requirements to ensure that work at height can be performed in accordance with the current legal requirements.	30 mins
10	 First Aid Awareness	This course provides you with an overview of the legal and practical requirements for the provision of first aid.	20 mins
11	 Noise Awareness	This course describes what noise-induced hearing loss is and how it can be identified. It also describes the noise action levels that are in place legally obliging employers to protect employees from the risks of exposure to hazardous levels of noise and outlines a series of practical measures that can be put in place to lower noise levels.	25 mins
12	 Risk Assessments	This course gives those with a duty of care, the skills to identify the hazards and risks associated with their workplace, and the knowledge to implement controls whilst supporting statutory compliance. This course is designed for managers and anyone else conducting risk assessments within the building where they work	25 mins

For details on the course material and to create bespoke e-learning programmes for your site staff, contact us today!

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13	 Hazardous Substances	This course is available to all employees who would benefit from knowledge on substances hazardous to health. It covers the basics on identifying, measuring and controlling exposure to harmful substances.	40 mins
14	 Display Screen Equipment	The aim of this course is to enable personnel to be both competent and confident to carry out suitable assessments in relation to Display Screen Equipment and workstations to ensure they comply with the relevant regulations.	25 mins
15	 Legionella Awareness	This course provides you with an awareness of the health risks caused by Legionella bacteria and the control measures required to reduce the risks of contracting Legionnaires' disease.	25 mins
16	 Fire resistance in buildings	This course has been prepared to provide awareness of the measures needed for sufficient fire resistance in the workplace.	30 mins
17	 Fire extinguisher use	This course is designed to give people an awareness of how and when to use fire extinguishers.	20 mins
18	 Electrical safety awareness	This course is designed to give people an awareness of their electrical safety in the workplace.	30 mins
19	 Handling violence and aggression	This course is for those who work in health and social care services, to gain an understanding of handling violence and aggression during the course of their work and how to handle and diffuse such situations.	20 mins
20	 Work equipment awareness	This course covers the actions required to legally comply with work equipment regulations and to help employers minimise and control risks associated with the use of work equipment.	35 mins
21	 Managing stress at work for employees	This course is designed to give employees an awareness of what causes workplace stress and what measures can be implemented to reduce stress in the workplace.	25 mins
22	 Managing stress at work for employers	This course is designed to give managers and supervisors an awareness of what causes workplace stress and what measures can be implemented to reduce stress in the workplace.	35 mins
23	 Environmental awareness for employees	This course is available to all employees who would benefit from knowledge of environmental issues. The course will explore why it is important that good environmental practices are undertaken by any organisation.	30 mins
24	 Building Safety Act 2022	This course aims to give an awareness of the key changes in the Building Safety Act 2022 and outlines the Act's aims to reform building safety legislation in England and Wales. The Act is the most significant reform of regulation across the construction and residential property industry in recent times. The Act relates to the design and construction of all buildings and the operation of higher-risk buildings that are at least 18 metres in height or have at least 7 storeys and contains at least two residential units.	25 mins

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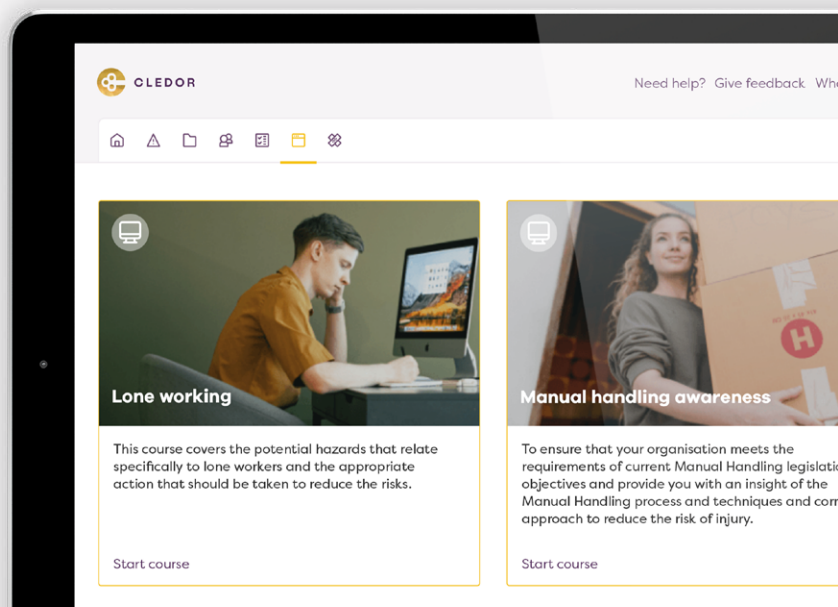
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On Site Staff – E-Learning Training Programme

Course #	Training Course and Assessment	Brief description of course	Approx duration
25	 NEW Understanding GDPR	This course aims to give an awareness of the key changes in the Building Safety Act 2022 and outlines the Act's aims to reform building safety legislation in England and Wales. The Act is the most significant reform of regulation across the construction and residential property industry in recent times. The Act relates to the design and construction of all buildings and the operation of higher-risk buildings that are at least 18 metres in height or have at least 7 storeys and contains at least two residential units.	20 mins
26	 NEW Time Management	This course will give you an understanding of how to spend your time wisely and understand what stops you from managing time effectively. By completing this course you will learn some time management	20 mins
27	 NEW Effective Communication	Effective communication is a process of exchanging ideas, thoughts, knowledge and information such that the purpose or intention is fulfilled in the best possible manner. This course provides an overview of the	20 mins
28	 NEW Master the art of verbal communication	Whether talking, listening, or presenting—most of us are constantly communicating verbally at work. A vital skill, it's also one we can continually improve.	20 mins
29	 NEW Defibrillator & CPR Awareness	This course is designed to give people an awareness of basic life support, how to deliver cardiopulmonary resuscitation (CPR) and the use of automated external defibrillation (AED). This course will provide you with the confidence in how to act quickly in the event that someone has a cardiac arrest.	15 mins
30	 NEW Terrorism Awareness	This course has been designed to give the learner an awareness of the requirements set by the the Terrorism (Protection of Premises) Act 2025, otherwise known as Martyn's Law.	30 mins

Benefits of e-learning:

- ✓ Courses are short – around 20–45 mins
- ✓ Courses can be taken when it's convenient for the member of staff
- ✓ Self-assessment at the end, plus certificate as proof for both you and them
- ✓ Highly cost effective – **Special Limited Time Offer: £59.99 + VAT per course** (Normal price: £79.99 + VAT)
- ✓ Helps to discharge your obligations as their property manager
- ✓ Your clients' health, safety and welfare obligations towards their employees are fulfilled



ALL of these courses are suitable for Block Managers too, earning you valuable CPD hours. Ask about our course on Effective Home Working.

For details on the course material and to create bespoke e-learning programmes for your site staff, contact us today!

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