

Booking Form

Please fill in the details below, scan and email
(actsales@actassociates.co.uk), photocopy & fax (+44 (0) 1384 442533)
or post (ACT Associates Ltd, Victoria House, 32 Lower High Street,
Stourbridge, West Midlands DY8 1TA).

Delegate Details

Title & Name

Job Title

Company Name

Address

Tel

Fax

E-mail

Sessions 1 and 2

Development through e-learning & Business software solutions

Session 1 only

Development through e-learning

Session 2 only

Business software solutions

(Note: Optional lunch available for those attending both sessions 1 and 2)

Authorised Signature

I understand that this booking is made subject to the administration (terms & conditions) set out in the leaflet.

Can't attend?

Require details of further workshop dates / venues? Then please contact us by email
actsales@actassociates.co.uk

Want to view the software, visit www.actassociates.co.uk/workshops.

Please send me product updates by e-mail YES NO

Terms and conditions:

Numbers of delegates are limited, pre-registration is essential. The organisers reserve the right to make changes to the programme before the event and accept no responsibility for any programme changes on the day due to circumstances beyond their control.

Health, Safety and Environment Free Presentation and Software Workshop

To introduce the
benefits of e-learning and software
solutions to your business

- ◆ Making your HSE learning budget work harder and deliver better results.
- ◆ The 7 critical actions to get e-learning to work for your organisation.
- ◆ Improve your HSE effectiveness through the use of technology.
- ◆ Making conformity assessment easy.



Who should attend?

Those responsible for:

- ◆ SHE Initiatives
- ◆ Training and human resources
- ◆ Facilities
- ◆ Quality
- ◆ Contracts
- ◆ Line Management

CPD points

Attendance certificates can be made available for Members of Professional Institutes wishing to maintain their CPD portfolio.

ACT Associates Ltd, Victoria House, 32 Lower High Street, Stourbridge, West Midlands DY8 1TA,
Sales [Direct]: +44 (0) 1384 447915, General Enquiries: +44 (0) 1384 442144
Fax: +44 (0) 1384 442533, E-mail: actsales@actassociates.co.uk
Website: www.actassociates.co.uk

Programme

Tuesday 23rd March 2010 - Regus Glasgow, Glasgow

9.30 Coffee and registration Session 1 10.00 - 12.00 Development through e-learning

- ◆ The benefits of e-learning
- ◆ 7 critical actions to get e-learning to work for you
- ◆ The learning experience
- ◆ E-learning and blended learning options
- ◆ Range and features of software available
- ◆ Case studies

Opportunity for personal demonstrations

Lunch - light finger buffet (optional for those attending both sessions)

13.30 Coffee and registration Session 2 14.00 - 16.00 Business software solutions

- ◆ Current trends and drivers for HSE software solutions
- ◆ Making conformity assessment easy
- ◆ Improving effectiveness through the use of technology
- ◆ Positive progressive conformity assessment
- ◆ Embedding conformity assessment in your HSE system
- ◆ Identifying the competence gap
- ◆ Main features of software
- ◆ Case studies

Opportunity for personal demonstrations

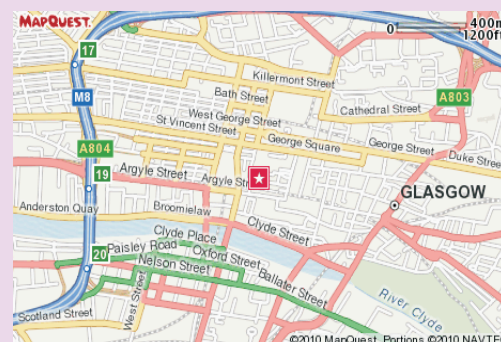
Venue address and contact details:

Regus Glasgow
69 Buchanan Street,
Glasgow, G1 3HL
Tel: +44 (0)141 314 3737
Fax: +44 (0)141 314 3738
<http://www.regus.co.uk/locations/GB/Glasgow/GlasgowBuchananStreet.ht>



The business centre is located in the heart of Glasgow City Centre and is within easy walking distance of both Glasgow Queen Street and Glasgow Central train stations. St Enoch underground station and Buchanan Street underground station are both within two minutes walk from the centre and Buchanan Street Bus Station a 5 minutes walk away.

The M8 motorway is within one mile of the centre giving access to Glasgow International Airport which is 8 miles away and Prestwick Airport is only a 40 minute drive away.



- Secure underground parking
- Disabled facilities and elevators

Overview of software products

All will be available on the day for demonstration purposes

Development through e-learning

It can often be difficult to provide training for employees who work flexible hours or have a high workload. ACT have been working hard over the past 7 years to address the increasing need for flexible training and are now offering a range of e-learning training solutions that have become increasingly popular and very successful.

■ NEBOSH

National General Certificate
Certificate in Construction
National Diploma



■ IOSH

Managing Safely
Working Safely



■ Interactive Training

Health and Safety Induction
Workstation Safety (DSE) and Office Induction
Ensuring your Fire Safety
Looking after your Manual Handling



■ BS OHSAS 18001 Internal Auditor

Provides an effective way to gain competence in carrying out internal audits against the 18001 standard.

Business software solutions

Successful businesses establish management controls and take a structured approach to **conformity** measurement. With this in mind the following **conformity assessment** software packages have been developed:

■ Compliance Manager

This audit software provides an efficient way to ensure compliance throughout your organisation. Audits can be generated *by you* to meet your complete range of compliance needs, including safety, health, environmental, quality and process issues. *The software accommodates the Audit 123 progressive audit system, which encourages management improvement.*

■ Competence Manager

Confirming competence is an essential feature of BS 18001, HSG65 and CDM. This assessment software provides a systematic consistent means to assess and manage competence. It will identify gaps, track actions, recognise conformity and its progressive assessment rating system encourages improvement and continuing personal development.

