



Workplace Skills & Training Solutions



Empower Your Workforce with Professional Training

At Redbridge Institute, we offer a wide range of short, practical courses designed for businesses, organisations and professionals. Whether you are upskilling your team, developing new leaders or improving business performance, our expert-led training will help you achieve your goals.

We can deliver courses at your premises or at our own facilities. Flexible options, affordable pricing, and experienced trainers make us the ideal partner for your staff development.

Why Choose Redbridge Institute for Your Staff Training?

Affordable, High-Impact Learning

Half-day (£375) or full-day (£750) workshops for up to 20 participants – excellent value for team development.

Delivered at Your Workplace

We come to you – saving time and minimising disruption to your working day.

Flexible and Customisable

Choose from our ready-to-go sessions or ask us to tailor content to your organisation's needs.

Accredited Options Available

Some courses offer recognised qualifications – ideal for compliance and staff progression.

Support from a Trusted Provider

We are part of Redbridge Institute – rated Outstanding by Ofsted for adult learning and skills.

**Get in touch to book
a corporate course
enquiries@redbridge-iae.ac.uk**

Leadership and Management Courses

Leadership and Management

Duration: One Day
Cost: £750

A good leader inspires and motivates people, making them work harder and be more efficient. This short course aims to provide the knowledge needed to understand how to lead and motivate a team.

Overall objectives:

- Understand the different leadership and management styles
- Communicate vision and strategy effectively
- Motivate and develop team members
- Apply practical management techniques for feedback, morale and conflict resolution

Managing Performance and Sickness Absence

Duration: Half Day
Cost: £375

This course is designed to help managers and HR professionals effectively manage sickness absence and performance issues in the workplace. It combines legal insight with practical strategies to ensure compliance and improve team.

Overall objectives:

- Understand types and causes of absence
- Legal and policy framework
- Managing short-term absence
- Managing long-term absence
- Performance and capability management
- Communication and documentation

Understanding Recruitment and Selection

Duration: One Day
Cost: £750

Recruitment plays a vital role in shaping an organisation's success. Our short course provides valuable insights and techniques to help HR professionals and hiring managers identify, attract and select the right candidates.

Overall objectives:

- Understand the Recruitment Process
- Legal and Ethical considerations
- Job design and candidate profiling
- Attracting the right talent
- Screening and shortlisting
- Interview techniques
- Decision making and feedback
- Onboarding and retention

Communication & Business Skills

Bid Writing

Duration: Half Day
Cost: £350

This concise and focused training session is designed to help professionals improve their bid writing skills by understanding the process from the evaluator's perspective. It's ideal for those involved in writing tenders, proposals, or funding applications.

Overall objectives:

- Understand the bid lifecycle
- Analyse tender requirements
- Develop a winning strategy
- Write persuasive and compliant responses
- Avoid common pitfalls
- Evaluate and improve bid quality

Effective Report Writing for Professionals

Duration: Half Day
Cost: £350

This course equips professionals with a toolkit to improve their report writing skills. It focuses on planning, structuring, writing and presenting business reports effectively.

Overall objectives:

- Welcome and course overview
- Understanding report purpose and structure
- Planning and organising your report
- Writing with clarity and impact
- Editing, proofreading and final tips

Boosting Workplace Effectiveness and Presentation Skills

Duration: Half Day
Cost: £350

This interactive workshop is designed to help professionals become more confident, clear, and impactful presenters. It also enhances overall workplace communication and effectiveness by focusing on clarity of message, audience engagement, and structured delivery.

Overall objectives:

- Welcome and icebreaker
- Workplace effectiveness foundations
- Presentation Skills – The essentials
- Adding personality to your presentation style
- Time management and action planning

Budgeting (AAT Essentials)

Duration: One Day

Cost: £750

This training course will help people who have, or will have, budgetary responsibilities and prepare budgets, learn how to make informed budgeting decisions and effectively communicate financial information to key stakeholders

- Introduction - Why budget?
- Understand key financial statements
- Analyse financial performance
- Control and manage cash flow
- Make informed business decisions
- Effectively communicate financial information to appropriate stakeholders

Excel Level 2

Duration: One Day

Cost: £150 per person

For those who want to extend their knowledge of Excel and learn advanced features, this course is designed for learners with previous experience.

- Master complex formulas and functions
- Automate tasks using macros and basic VBA
- Analyse data using PivotTables and Pivot Charts
- Use advanced data tools like Power Query, What-If Analysis, and Data Validation
- Improve productivity with advanced formatting and conditional formatting
- Create dynamic dashboards and reports



Compliance and Workplace Safety

Door Supervisory (Refresher)

Duration: Two Days
Cost: £150 per person

Two day training plus self study prior to the courses

Entry requirements: You must hold a valid SIA Door Supervisor Licence

Must have a valid Emergency First Aid At Work (EFAW) certificate level 3 or higher

The Door Supervisor Refresher course in the UK, now mandatory from April 2025 for renewing an SIA licence, is designed to ensure that door supervisors remain up to date with current legislation, safety practices and industry standards

- Principles of Working as a Door Supervisor (Refresher)
- Updated legal regulations and professional responsibilities
- Search procedures and dealing with prohibited items
- Safeguarding vulnerable individuals, including awareness of drink spiking
- Counterterrorism awareness (e.g., ACT Awareness)
- Effective communication and de-escalation techniques
- Application of Physical Intervention Skills (Refresher)
- Approved physical intervention techniques
- Risk management during interventions
- Health and safety best practices
- Managing aggressive or violent behaviour

Paediatric First Aid

Duration: One Day
Cost: £75 per person

The paediatric first aid course is designed to help you with the knowledge and skills to respond effectively to emergencies involving infants and young children. The course is suitable for a wide range of individuals who work with or care for infants and young children

Overall objectives

- Roles and responsibilities of the first aider
- Assessing an emergency situation and prioritising action
- Unresponsive infant and child (breathing and not breathing)
- Choking
- Seizures and fevers
- Burns, bleeds, shock
- Poisons
- Bites, stings and minor injuries

First Aid Industry Body (FAA Award) in Paediatric First Aid Certificate £6.50 per person

Compliance and Workplace Safety

Risk Awareness

Duration: Half Day
Cost: £375

This half-day training provides participants with a practical understanding of workplace risk assessments and their importance in maintaining a safe and legally compliant environment. It is ideal for those who are new to health and safety responsibilities or need a refresher on risk awareness.

Overall objectives

- Understand the concept of risk
- Recognise legal responsibilities
- Conduct basic risk assessments
- Apply risk control measures
- Respond to incidents and near misses
- Promote a safety culture



Licensing and Alcohol Awareness (BIAB accredited)

BIAB Level 2 Award for Licensing Practitioners (Alcohol)

Duration: 10 Hours
Cost: £99 per person

This is a nationally recognised qualification in the UK designed for individuals involved in the sale of alcohol.

- Licensing Objectives – Understanding the four licensing objectives under the Licensing Act 2003.
- Licensing Authorities – Roles and responsibilities.
- Personal and Premises Licences – Application processes and conditions.
- Operating Schedules – Requirements and implications.
- Temporary Event Notices (TENs) – How and when to use them.
- Police Powers and Enforcement – Including rights of entry and penalties.
- Legal Responsibilities – Including age verification and responsible alcohol retailing

Assessment will be a multiple choice exam at the end of the training.

BIAB Level 1 Award in Responsible Alcohol Retailing

Duration: One Day
Cost: £75 per person

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to safe retail practises and an awareness of age-restricted sale, specifically within the alcohol industry, at Level 1.

- The nature and effects of alcohol on the human body.
- Licensing law basics – including responsibilities of staff and premises.
- Social responsibilities in alcohol retailing.
- Recognising drunkenness and the duty not to serve intoxicated individuals.
- Preventing underage sales and protecting children from harm.
- Crime and disorder prevention related to alcohol sales

Assessment will be a multiple choice exam at the end of the training.

BIAB Level 1 Award in Alcohol Awareness

Duration: One Day
Cost: £75 per person

This is a one day training course designed to provide foundation knowledge about alcohol and its responsible retailing.

- Understanding Alcohol
- Licensing Law Overview
- Social Responsibilities
- Underage Sales and Drunkenness
- Alcohol-Related Crime and Conflict

Assessment will be a multiple choice exam at the end of the training.



Redbridge Institute of Adult Education

Redbridge Institute is a leading provider of adult education and training in east London. We deliver high-quality learning that makes a real difference to people and communities.

Rated Outstanding by Ofsted, we are proud to work with employers, charities, local government and the wider community to develop skills, boost confidence and improve productivity.

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