



## Learn on line training courses for Facilities employees

Name of training course	Location on e-learning	All Facilities staff
<b><i>Training relevant to Job</i></b>		
Complaints Handling Procedure	<b>Communication and Customer Service</b> - customer service	<b>x</b>
Caring for your customers		<b>x</b>
Council Plan Connect 2017-22		<b>x</b>
Information security		<b>x</b>
People Connect employee		<b>x</b>
Understanding performance appraisal		<b>x</b>
Mental Health and Wellbeing - an introduction		<b>x</b>
Introduction to Money Matter advice service	<b>Vision, Value and Policy</b> - welfare and benefit	<b>x</b>
Universal Credit - An introduction		<b>x</b>
Cyber security in South Lanarkshire	<b>Vision, Value and Policy</b> - information management	<b>x</b>
E-mail and online risk		<b>x</b>
Information Governance An Introduction		<b>x</b>
Information Security		<b>x</b>
Introduction to Data Protection Act 2018		<b>x</b>
Introduction to Bribery Act 2010	<b>Vision, Value and Policy</b> - Policies	<b>x</b>
Fraud Awareness		<b>x</b>
Equality and Diversity Awareness		<b>x</b>
Driving at Work - Light Vehicles (if applicable)	<b>Health, Safety and Security</b> - Health and Safety	<b>x</b>
Introduction to Health and Safety and COSHH		<b>x</b>
Introduction to Cleaning		<b>x</b>
Display Screen Equipment		<b>x</b>
Health Conditions		<b>x</b>
Manual Handling		<b>x</b>
Personal Safety at Work		<b>x</b>
Stepladder, stepstool and warehouse ladders		<b>x</b>
Watch your step - slips and trips		<b>x</b>
Fire Awareness and Extinguishers		<b>x</b>
Fire Marshall and Fire Controller*		
CCTV operators guidance*	<b>Health, Safety and security</b> - Security	
Raising awareness of PREVENT		<b>x</b>

<b>Name of training course</b>	<b>Location on e-learning</b>	<b>All Facilities staff</b>
SLC Introduction to Food Hygiene - Module 1	<b>Health, safety and security - Food Hygiene</b>	<b>x</b>
SLC Types of Bacteria and Food Poisoning Bacteria - Module 2		<b>x</b>
SLC Safe Handling and Storage of Food - Module 3		<b>x</b>
SLC Personal Hygiene - Module 4		<b>x</b>
Knife Skills		<b>x</b>
Energy Saving for Janitors*	<b>Environmental Issues - Environmental courses</b>	
Save Energy in the Workplace		<b>x</b>
Sustainable Development		<b>x</b>
<b><i>Personal Interests</i></b>		
full list of courses	<b>Health, Safety and security - wellbeing</b>	<b>x</b>
full list of courses	<b>Health, Safety and security - office</b>	<b>x</b>
* = Janitors only		

If you need this information in another language or format, phone 0303 123 1015, or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)