

Jan/Feb 2011

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indigoskills

Training and Development



Welcome to the new year edition of the **Skills for Life** newsletter.

Throughout 2011, indigoskills will be improving the services we provide to our customers and will ensure our offer is accessible to the wider community.

Our new website has been launched and we now have the opportunity for all our learners to login to our learner section and reap the benefits from our online resources.

You can access all of our previous and most current newsletters from our website and it would be great to get some feedback about what you think of them!

As the Skills for Life Manager and Teacher, my aim and priority is to provide the best learning solutions to everyone; as employers and individuals. This has included a new assessment tool we use with all new learners prior to commencing a programme of learning. The assessment is also mapped to the new Functional Skills criteria and so you can be sure your skills and needs are correctly identified, to ensure the best possible learning journey for you.

2011 will be an exciting year. We have already developed our Skills for Life courses to reflect the needs of business and individuals and to extend our Apprenticeship offer to people of all ages who are looking for vocational training.

A word from the Managing Director, Andrew Ayres.

indigoskills are proud to be celebrating our 5th year providing high quality training for the Hospitality, Retail, Business and Banking sectors. Our new look website has been launched to reflect the diverse range of training and consultancy services that our organisation offers and I hope you find it informative and easy to use.

indigoskills is dedicated to providing the highest quality of information, advice, guidance and training. We are proud to hold matrix accreditation and an Ofsted Grade 2 report, a reflection of the innovative and effective training programmes that we offer.

If you are interested in running these **FREE** Literacy and Numeracy lessons for your staff, please get in contact with Aimi on:

07795 108466 or

aimidriver@indigoskills.co.uk

Business Literacy

This course is a must have for anyone using English in the workplace!

It covers the most essential language used in Business English, giving you the skills you need to sound professional and communicate with ease in the office, as well as at school and everywhere else.

Designed to help you improve your communication skills in real business situations, including:

Vocabulary

Writing emails and letters

Presentations

Complaints

Meetings

Skills for Life Numeracy

Brush up on your maths and boost your skills and confidence with numbers!

We will help you understand maths in a clear and simple way. The course will encourage you to practice solving common problems related to everyday situations, including working out the discount of a product in the sales, or checking which holiday is the best bargain!

Designed to help you improve your maths skills in situations such as:

Visiting the bank

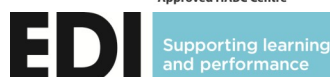
Working out household bills

Comparing holiday deals

Shopping the in sales



Approved HABC Centre



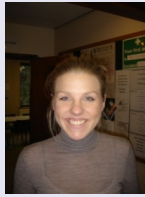
<http://www.indigoskills.co.uk/>



Who works at indigoskills?

Throughout 2010, I introduced all members of staff at indigoskills. Please look back at previous newsletters where you will find information on everyone's roles within the company. My name is Aimi Driver. I am 26 years old and I live in Brighton. My role as a Skills for Life Manager is to ensure all learners on Literacy, Language and Numeracy programmes receive the best possible training and support they need.

If there is anything I can do to help you further, please do not hesitate to me on 07795 108466.



Looking for a promotion?

Our range of courses up to level 5 will give you the supervision and management skills you need to succeed in your goals.

Want to improve your customer service?

Attend a one-day training course that includes a mix of inspirational presentation, essential tips and individual action planning. Working in conjunction with Tourism South East, indigoskills are proud to offer this highly effective programme designed to stimulate and inspire those responsible for delivering exceptional customer service.

Employer Testimony

People development is increasingly at the heart of any good hotel. Team members are no longer content to turn up to work, do a job and go home. As Langshott is a small operation, having the services of indigoskills to work with, helps members of our team continue to develop and grow alongside our successful business. Over the past year, the confidence and growth in staff members using indigoskills has paid off for them and equally Langshott.

Paul Thompson
General Manager
Langshott Manor Hotel

Quick Reads...are short, sharp, shots of entertainment!

World book day is coming soon and this a great opportunity for you to improve and develop your reading. The main aim of World Book Day is to promote books and reading for the personal enjoyment of all.

A fantastic range of books are produced every year called Quick Reads. Quick Reads are brilliant, short books by bestselling writers and celebrities.

They are ideal if you've stopped reading or find reading tough, or if you just a short, fast read. You could even read them to improve your English!

World book day is on the 3rd march
www.quickreads.org.uk/



Achievements:

- Peter Macsi—Ashdown Park
- Lili Kravjar - Ashdown Park
- Margarete Kanteluk—Ashdown Park
- Nicole Harris-Gotting—The Fig Tree
- David Stevens—The Swan
- James Clarke—Barnsgate Manor
- Oliver Martin—Bailiffscourt
- Justyna Kowalczyk—Farnham Maltings
- Marta Wokcinska—Farnham Maltings
- Heather Toogood—The Sportsman

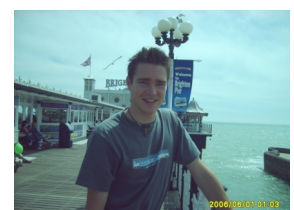
Quotes from learners

My name is Evelyne and I work for the ID Fraud at American Express. I have been working with Aimi on my English and maths skills, which is giving me confidence and helping me with my development. I am looking forward to starting my Literacy course and learning how to communicate better with my writing. My employer has been very supportive, in particular my manager Kirsten Wedel-Anderson



Quotes from learners

My name is Jos and I work for the Dutch New Accounts department at American Express. I'm Very happy that I'm able to have maths lessons, supported by my manager! Aimi has been teaching us a lot of skills and has built my confidence in maths. I am looking forward to the exam which will be in February. If I pass this then I will get a great sense of achievement and I will take on English lessons too!



Congratulations to you all!



Approved HABC Centre

