forecourt training

Computer Awareness

An interactive training course on PC Training.

This interactive learning course is designed to make you feel more comfortable with the PC in your back office. It will help you master the mouse and the keyboard if you do not have these skills already and it will explain the mysteries of the "Desk Top".

The course will also introduce the basic concepts of programs such as Microsoft Word, Excel and PowerPoint.

The interactive learning course encourages a pro-active approach towards safe working and can be used to help foster and develop this attitude change amongst the entire forecourt staff.

The learning design adopted ensures effective engagement of the Learner by continued interaction utilizing screen prompts to guide the trainee through the course and those with little or no computer experience will find it easy to use.

• A cost effective solution to your training and ongoing assessment requirements

• Recorded evidence of training covering safe working practice and legal compliance

• Progress and achievement that is measurable

• Consistent, reinforced auditable training

Having completed the tutorial, a random assessment test is generated and the course records the Learner's progress providing an auditable trail of results and a certificate of completion can be printed for successful students. This certificate provides evidence of the underpinning knowledge required prior to completing a workplace assessment to prove competence.

The certificate should be signed both by the Learner and the Supervisor to authenticate it. This accreditation of prior learning can contribute towards NVQs.

• Have the course customized to reflect your company's corporate identity, site requirements and company policy

• Delivery of training can be configured to suit individual company IT requirements

• Course accreditation can either be in - house or external (e.g. IOSH or ROSPA) depending on your particular requirements.

Make your Forecourt a Safety Zone - Keep it Safe and Legal

please click here

A cost effective solution to your training

Interactive Scenarios

Regardless of the subject matter, all of the learning material that we develop is designed to engage, motivate and challenge the learner through the use of interactive screens which help to improve trainees' knowledge retention. We are now enhancing the learning environment within our courses by adding course specific interactive scenarios that encourage the learner into interactive play further improving the knowledge transfer.

The courses and modules that we create can be used for standalone or as part of a blended learning approach and much of the materials have been designed with both purposes in mind.
Well designed learning materials can be used in many different scenarios, maximising your investments.

please click image to see demo

Interactive Training courses for the Petrol Retail Industry:

Swan Multimedia Limited

Safety First on the Forecourt,
Competent Persons - Assisted/Unassisted Deliveries, LPG/
Autogas deliveries, Forecourt Working Safely,
Sale of Alcohol, Fire Training, PC Training,
Food Safety, Age Related Sales.

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...training for success

Course Elements

1.Communicating with the PC.
Mouse.
Keyboard.

2.PC Basics
Understanding the computer.
What is Windows?

3.Microsoft Office - Word
Understanding the Word Screen.
Loading and Saving a Document.
Writing and Editing Text.
Special Procedures.

4. Microsoft Office - Excel
Understanding the Excel Screen.
Loading and Saving a Spreadsheet.
Basic Worksheet Operations.
Special Procedures.

5.Microsoft Office – PowerPoint
A Blank Presentation.
Templates.
Opening an Existing Presentation.

Further information on
Forecourt Training products available at:

www.forecourtsolutions.co.uk

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