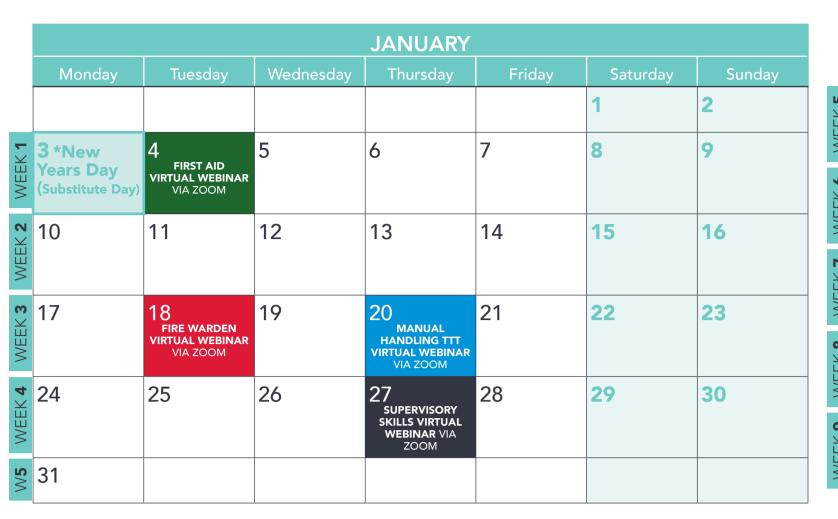
Musgrave

Retail Training Calendar 2022



				FEBRUARY			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 5		T FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	2	3	4	5	6
WEEK 6	7	8	9	10 DEVELOPING CONFIDENCE VIRTUAL WEBINAR VIA ZOOM	11	12	13
WEEK 7	14	15 FIRST AID VIRTUAL WEBINAR VIA ZOOM	16	17 LEADING & MANAGING WELL VIRTUAL WEBINAR VIA ZOOM	18	19	20
WEEK 8	21	22	23	24	25	26	27
WEEK 9	28						

	MARCH									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
WEEK 9		1	FIRST AID VIRTUAL WEBINAR VIA ZOOM	RESILIENCE & WELLBEING VIRTUAL WEBINAR VIA ZOOM	4	5	6			
WEEK 10	7	8	9 HIRING RIGHT - INTERVIEW SKILLS VIRTUAL WEBINAR VIA ZOOM	10	11	12	13			
WEEK 11	14	15	16	17 St. Patrick's Day	18	19	20			
WEEK 12	21	22	23	24 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	25	26	27 Mothers Day			
%13	28	29	30	31						

	APRIL								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
√13					1	2	3		
WEEK 14	4	5	6	7	8	9	10		
WEEK 15	11	12 FIRST AID VIRTUAL WEBINAR VIA ZOOM	13	14	15 *Good Friday	16	17		
WEEK 16	18 *Easter Monday	19 *Easter Tuesday	20	21 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	22	23	24		
WEEK 17	25	26	27	28 COMMUNICATION SKILLS VIRTUAL WEBINAR VIA ZOOM	29	30			

				MAY			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11							1
WEEK 18	2 *Bank Holiday	3	4	5	6	7	8
WEEK 19	9	10 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	11	MANUAL HANDLING TIT VIRTUAL WEBINAR VIA ZOOM	13	14	15
WEEK 20	16	17 FIRST AID VIRTUAL WEBINAR VIA ZOOM	18	19 RESILIENCE & WELLBEING VIRTUAL WEBINAR VIA ZOOM	20	21	22
WEEK 21	23	24	25	26 SUPERVISORY SKILLS VIRTUAL WEBINAR VIA ZOOM	27	28	29
/EEK 22	30 *Spring Bank Holiday	31					

				JUNE			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 22			1	2	3 Platinum Jubilee	4	5
WEEK 23	6	7	8	DEVELOPING CONFIDENCE VIRTUAL WEBINAR VIA ZOOM	10	11	12
WEEK 24	13	14 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	15	16	17	18	19
WEEK 25	20	21	22	23	24	25	26
WEEK 26	27	28 FIRST AID VIRTUAL WEBINAR VIA ZOOM	29	30			

				JULY			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 26					1	2	3
WEEK 27	4	5	6	7	8	9	10
WEEK 28	11	12 *Holiday	13 *Holiday	14	15	16	17
WEEK 29	18	19	20	21	22	23	24
\ 30	25	26	27	28	29	30	31

				AUGUST			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 31	1	2 FIRST AID VIRTUAL WEBINAR VIA ZOOM	3	4 LEADING & MANAGING WELL VIRTUAL WEBINAR VIA ZOOM	5	6	7
WEEK 32	8	9	10	11 COMMUNICATION SKILLS VIRTUAL WEBINAR VIA ZOOM	12	13	14
WEEK 33	15	16 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	17	18 MANUAL HANDLING TIT VIRTUAL WEBINAR VIA ZOOM	19	20	21
WEEK 34	22	23	24	25 supervisory skills virtual webinar via zoom	26	27	28
%35	29	30	31				

				SEPTEMBER	₹		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	S
%35				1	2	3	4
WEEK 36	5	6	7	8	9	10	11
WEEK 37	12	13	14 RESILIENCE & WELLBEING VIRTUAL WEBINAR VIA ZOOM	15	16	17	18
WEEK 38	19	20 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	21	22 MANUAL HANDLING TIT VIRTUAL WEBINAR VIA ZOOM	23	24	25
WEEK 39	26	27 FIRST AID VIRTUAL WEBINAR VIA ZOOM	28	29 LEADING & MANAGING WELL VIRTUAL WEBINAR VIA ZOOM	30		

				OCTOBER			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
%38						1	2
WEEK 40	3	4	5	SUPERVISORY SKILLS VIRTUAL WEBINAR VIA ZOOM	7	8	9
WEEK 41	10	11 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	12	13	14	15	16
WEEK 42	17	18 FIRST AID VIRTUAL WEBINAR VIA ZOOM	19	20	21	22	23
WEEK 43	24	25	26	27	28	29	30
44	31						

		NOVEMBER								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
WEEK 44		1	2 DEVELOPING CONFIDENCE VIRTUAL WEBINAR VIA ZOOM	MANUAL HANDLING TTT VIRTUAL WEBINAR VIA ZOOM	4	5	6			
WEEK 45	7	8 FIRE WARDEN VIRTUAL WEBINAR VIA ZOOM	9	10	11	12	13			
WEEK 46	14	15	16	17 FIRST AID VIRTUAL WEBINAR VIA ZOOM	18	19	20			
WEEK 47	21	22	23	24	25	26	27			
WEEK 48	28	29	30							

				VIA ZOOW								
	DECEMBER											
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday					
WEEK 48				1	2	3	4					
WEEK 49	5	6	7	8	9	10	11					
WEEK 50	12	13	14	15	16	17	18					
WEEK 51	19	20	21	22	23	24 *Christmas Eve	25 *Christmas Day					
WEEK 52	26 *Boxing Day	27 *Christmas (Substitute Day)	28	29	30	31						



Musgrave Legal & Mandatory modules are all available online. To save your valuable time, travel and resource, enrol your store colleagues to complete ALL Legal & Mandatory Accredited courses remotely.

VIRTUAL LIVE WEBINAR COURSES ON YOUR RETAIL TRAINING CALENDAR

Musgrave VIRTUAL WEBINAR course's which are facilitated LIVE by a Trainer via 'ZOOM' or 'TEAMS' software using a variety of suitable devices. These courses are delivered on a specific date and are booked via the Musgrave Learning Academy Booking process. Numbers are limited on Virtual Webinars, so please book in good time. Virtual Webinar courses are date specific in the calendar.

LM Emergency First Aid at Work - Virtual course via Zoom

LM Fire Warden Training - Virtual course via Zoom (Accredited by

LM Manual Handling Train the Trainer (Accredited by AJW Solutions via Highfield)

& LEADERSHIP SKILL COURSES

Supervisors and managers can develop key Management skills to support your store and be a step ahead of the competition. Every study shows that successfully managing your people makes a significant difference across the business. Courses delivered by our consultant Barbara Campbell are consistently positive with genuine changes to how people view their approach to personal development and managing a team. All Leadership & Supervisory courses will be delivered via Zoom, so a suitable device is required to access these courses. ALL Leadership & Supervisory courses start at 9.30am with a 90-minute break, and finish at 4pm

MLW Communication & Interpersonal Skills MLW Developing Confidence MLW Hiring Right - Interview Skills MLW Leading and Managing Well MLW Resilience and Well Being MLW Supervisory Skills

In 2022, Musgrave are providing Level 1 and Level 2 for those

customers with valuable insights and a great reason to return to learn more about their favourite tipple.

retailers who want the expertise in store to drive sales and provide

device is required. Level 1 is a 1 day course, Level 2 is over 3 days.

This is the Accredited Fire Warden course provided for employees who have taken on the role of Fire Warden or Fire Marshal. The training meets the fire safety legislation (NI) 2010.

The course will start at **9.30am** prompt (please log in 5 mins before course starts) and will last approx. 3 hours, 9.30am to 12.30pm. Please note an approved form of photographic identification including your name e.g. driving licence is required on the day of

This course is delivered via Zoom by an Accredited Trainer from Fire Safety Solutions. The Trainer will facilitate the training similar to face

• A e- certificate is available to print on completion. We to-face classroom delivery.

On Completion

We will send an Exam to your designated email address. Please look out for this email. You have 30 minutes to complete the exam, and it must be sent back to the email address sender within the hour. All delegates must comply with this time limit as a certificate will be issued from the Accredited supplier. Re-sits are available for anyone course with the trainer, or delegates who may be on a waiting list to who does not achieve a pass mark of 80%.

First Aid Webinar

This is the Accredited Emergency First Aid at Work course and is suitable for staff at all levels. It is recommended that stores have staff

If you need to un-enrol from an online course on the MLA, please formally training in First Aid for the safety of both customers and colleagues.

The course will start at **9.00am** prompt (please log in 5 mins before course starts) This course will be approx. 7 hours, **9am to 4pm.** Please note an approved form of photographic identification including your name e.g. driving licence is required on the day of

This course is delivered via Zoom by an Accredited Trainer from Harberry and will facilitate the training similar to face-to-face

The course will start at **9.30am** prompt (please log in 5 mins before

course starts) This course will be approx. 1.5 hours, **9.30am to**

The course is delivered online via Zoom by AJW Solutions. This

is an interactive course. As a participant, you will participate in

Please download the Zoom app from the App Store (Apple products) or Google Play Store (Android products) or use this link to sign up for a free Zoom account: https://zoom.us/signup. If you are not familiar

with Zoom, please log in and join a Zoom call before the course.

All other online modules can be booked and completed at any time.

You can view a list of courses when you log in to the MLA.

LM Food Safety level 2 (Accredited by Highfield)

discussions and ask questions.

Technical requirements for Webinars

MLA ONLINE Accredited courses

Devices - tablet, laptop or desktop computer must

Preparation for Webinars:

• 'Zoom' app downloaded

Internet access WIFI

Manual Handling Train the Trainer Webinar This short course covers the principles and practicalities of Manual Handling. Practical information will be provided to delegates to be able to train & assess colleagues back at store for the practical demonstration of techniques when handling or carrying loads in the

VIRTUAL LIVE WEBINAR Accredited Courses

(Accredited by Harberry Training)

Fire Safety Solutions)

VIRTUAL LIVE SUPERVISORY

barbara campbel

LM Intermediate Food Safety level 3 (Accredited by Highfield) LM Competent Person Petroleum Certificate (Accredited by LM Health & 'Safety Level 2 (CIEH) **LEGAL & MANDATORY MUSGRAVE ONLINE MODULES**

LM Manual handling LM Retailers GDPR LM PCI Compliance LM Health & Safety Induction LM Age Related Sales

Throughout 2022, we will be adding more engaging and useful training to the Musgrave Learning Academy. We will communicate any changes and updates via the Weekly Bulletin.

Virtual and E-learning Online courses can all be booked via the Musgrave Learning Academy Website and access your store's fully

tailored reports for Completion & Compliance Audits. Please register ONLINE using the Musgrave Learning Academy

website Booking Process for ALL modules & courses. Please call Retail Training on 02890 787236 or

e-mail- <u>sinead.fowler@musgrave.ie</u> if you have any queries.

recommend you save a copy to your files.

You will receive an e-mail confirming your online booking for all

 For Virtual Webinar courses, please check staff leave dates which may conflict with bookings prior to booking to avoid unsuitable

• LM Level 2 Basic Food Hygiene is recommended for all Food

- LM Level 3 Intermediate Food Safety online is recommended
- for all Deli Supervisors and Managers. • Simply enrol to complete the Basic or Intermediate Food Safety
- online, saving time, travel and days away from the business.
- **IMPORTANT: CANCELLATION PROCESS** Numbers on our Virtual Webinar courses are limited due to the assessment criteria and available places. If staff are unable to attend

48 hrs. This will allow us sufficient time to cancel or reschedule the

a Webinar, please ensure that you give adequate notice at least

There is no requirement to cancel bookings for online modules.





	COLOUR CODE KEY FOR RETAIL CALENDAR								
	Manual Handling TTT	Leadership First Aid Fire Warden Wine / Spirit Supervisory							
Virtual Web	inar	Facilitated via device and software like 'Zoom' or Microsoft 'TEAMS' and are delivered 'Live' by a Trainer. Includes an assesment.							
Online		Available at any time by logging into MLA via 'My Training' tab to access booked modules. May include a Short Quiz/Summary							