



09/11/07

Hello readers, its Friday again so here's your news shorts from Coastal West Sussex's Business Parks.

Training Courses

As part of the Better Business Parks Project, we are offering some FREE training courses to Business Park Occupiers and their staff. At this stage this is a request for interest. There is an attached form for you to return by email or fax to let us know which course you would feel you and/or your staff could benefit from. Please return this form before next **Friday 16th Nov** with your requirements. The most successful course(s) would be run between now and March 08.

IT Technical Courses

- MS Word/Excel/Access/PowerPoint/MS Project
- Adobe
- Html

HR Employment Law and Training

- Employment legislation
- Recruitment toolkit
- Absence toolkit
- English as a foreign Language (ESOL) training
- Working with foreign workers

Finance

- Credit control

Sales & Customer Relations

- Customer service techniques : phone
- Customer Service Techniques : face2face
- Selling techniques

This is a valuable opportunity for you and/or your staff to develop new skills and add real value to your business. So don't put it off, fill in the form below now and send it to info@wsep.org.uk.

Free Energy Audits

As has been reported here in recent editions, the West Sussex Sustainable Business Partnership are currently offering 100 free energy audits and 10 accompanying £1000 grants to businesses who have an energy spend between £20,000-£50,000, which can include transport.

They are undertaking the first 25 currently and yesterday I was lucky enough to sneak along to one to see what they're all about.

The consultant, in this case Brian Woodward from Briar Associates, visits the business, Hi Tech Sheet Metal in Littlehampton, to assess all their energy requirements and possible savings. Brian did a thorough job auditing everything from lights (wattage, number of switches) to heaters, to hot water tanks.

In this particular case, Hi Tech Sheet Metal had put in place many measures to ensure their energy usage was as efficient as possible for such a large, old building. For example, projects like fitting a flue on the ceiling for better heat/air flow and initiating a routine for supervisors and employees to switch off equipment (plant and computers) at the end of the day, had all recently been implemented.

Consequently, recommendations from Brian were of more simple things like not having the heating on and the windows open, and possible replacement of older bulbs with more energy efficient ones. Other possible improvements would mean large investment, which Hi Tech had already recognised as part of their future developments.

This audit highlighted to me what a good job some of our businesses are already doing in reducing their energy usage. This not only helps with environmental issues, but also saves serious money when looking at bigger projects like fitting a flue, new windows or a new heating system.

I would recommend any local business that feels they either want to become more efficient and/or impact the bottom line to contact Georgina or Shelaine at West Sussex Sustainable Business Partnership (01243 777348) and find out how to benefit from one of these audits.

Littlehampton Community School

A New Face for Work Experience

Littlehampton Community School are in the process of redeveloping their student work experience programme, both to improve links with the local community and to offer a more meaningful workplace experience for their students. The new Work Experience Administrator, Sarah Ledword, will be the first point of contact for any companies hosting, or interested in hosting a student. LCS would like to thank all the businesses that have supported them over the years; without you they would not be able to provide their students with this invaluable experience. The Year 10 work experience week will be taking place from **Monday 14th July to Friday 18th July 2008** and they hope to have as many local companies involved as possible. If you would be interested in providing a placement for LCS students, or if you would like more information about the scheme, please contact Sarah on 01903 711120 ext 209 or sledword@wsqfl.org.uk.

Visit from City & Islington Students

On Friday 16th, a group of students from City & Islington College will be visiting Business Parks in Bognor, Littlehampton & Rustington, to gather data for a comparative essay as part of their Access Course. They will be aiming to speak to businesses about their reasons for location, the nature of their operation, markets, and local issues, along with establishing what types of industry/business are to be found i.e. sole traders etc and what employment sectors are prevalent. The previous day will see them visit Brighton's Business Parks for the same purpose. The students have already done some internet research on the economic/business activity of some London boroughs and will eventually have to pull everything together in a comparative style essay. I'm sure you'll welcome these students to your Business Parks and help them where possible.

Childcare Needs

West Sussex County Council are interested in understanding more about the childcare needs of employers and employees in the Coastal area. Please take five minutes to fill in the survey below. (childcare survey)

Christmas Concert

On Friday 30th November at 7pm, there is what has to be the first Christmas Concert of the year! Being run and organised by the Salvation Army, the Hotham Arts Centre hosts this free Christmas event for your listening pleasure. More information about where tickets can be picked up from are in the flyer below. (concert flyer)