

Manager Course

Overview

This course is for Railway Managers, who look after a team of people, measure risk, respond to incidents and investigate incidents on the railway. All training activities undertaken include use and implementation of company standards, procedures and any relevant software.

Booking Your Course

To book a Managers' Course or to enquire for further information, please contact bookings@assesstech.com, where a member of the **AssessTech** team will be happy to assist.

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Pre-requisites

The course is suitable for both existing and new Managers, however, we recommend one of the following:

- Experience in a Manager role in the Railway Industry, **OR**
- Attendance on a Railway Basic Principles Course (one-day course)

What's covered in the course

The Course covers the following:

- Leading a team, setting and evaluating goals
- Communicating effectively within the workplace
- Conducting risk assessments using company processes
- Conducting Planned General Inspections (PGIs) using company processes
- Understanding health and safety issues in the workplace
- Understanding how incidents occur
- Responding to incidents
- Investigating incidents

Qualification

There is no formal qualification associated with this course, however, coursework will be marked and an **AssessTech** Certificate of Completion will be issued to those successfully completing all work.

Course Delivery

The course is delivered over four days of classroom training, consisting of a mixture of formal learning and group exercises. Candidates will also receive an account on our online Learning Management System, **AssessBook**, where candidates can upload evidence and complete assignments to work towards completion of the course.

The classroom days are allocated in the following way:

Days 1 & 2: Managing risk and safety responsibilities

This will be a mix of theory and use of practical process and applications, to cover:

- Managing safely/Introduction to safety on the railway
- Why is safety important (consequences and responsibilities)
- Risk Assessment (purpose, how, application)
- PGIs (purpose, how, application)

- Reporting and managing hazards (and taking remedial actions)

Days 3 & 4: Managing accidents, incidents and investigations

This will be a mix of theory and use of practical process and applications, to cover:

- Introduction to managing accidents and incidents
- Overview of different scenarios and how to work through them
- 72-hour reviews
- Investigations
- Causes (types/models)
- Report writing
- Actions and recommendations

We recommend training be delivered on two separate occasions (i.e. not four consecutive days) to allow candidates time to assimilate learning and submit relevant work online in between.