

01766 800450 - [info@weacymru.org.uk](mailto:info@weacymru.org.uk) - [www.weacymru.org.uk](http://www.weacymru.org.uk)

## Welcome Furniture staff in Caernarfon assemble to upgrade their IT skills



Welcome Furniture manufacture bedroom furniture in Caernarfon, employing 150 staff including 15 in the office.

When the IT manager, Colin Pearce, was looking to increase the skills of office staff there he contacted WEA Cymru.

Colin said "I was looking on the internet for an IT course that would suit our company as we were looking to increase the skills levels of our staff.

I contacted WEA Cymru and discussed our requirements. Tudur Evans from the Workplace team explained how the Essential Skills in the Workplace project could help, this was interesting as it provided the staff training we needed free of charge.

"The course has been very beneficial for the company and I have noticed a significant drop in calls for help with IT problems since the staff started.

They are now able to work independently using software such as Excel and Word without calling for assistance.

There's the added benefit that they will have a qualification at the end too."

Diane Williams, who works in the home deliveries department, said "it has been good to learn more about what the software can do, I used Excel in a very basic way before and didn't realise all the other things I could do with it.

I've also been learning how to present my work, using different fonts, integrating photographs, graphs and spreadsheets which I didn't realise I could do".

Rachel Williams, Officer Supervisor commented "before the course I had no experience of using Excel, but now I feel I know a lot more about it and its good training for the future."

Colin added "Rob Sanderson, the tutor, has been very helpful and arranged the classes to take place at a time that is convenient to us. We shut the factory on a Friday afternoon anyway so Rob comes in then."

Rob said "I am very pleased with the way the staff at Welcome Furniture responded to the course, they have worked hard on their projects and all have progressed to a higher level than they were at when they started."

**For more information contact  
Sarah O'Connell Jones, ESiW Manager  
01766 800450 / 800455  
[Sarah.O'ConnellJones@weacymru.org.uk](mailto:Sarah.O'ConnellJones@weacymru.org.uk)  
Or your local contact below**



The Essential Skills in the Workplace project is part funded by the European Social Fund, through the Welsh Government.

Working in partnership with Training Providers and employers the project aims to raise awareness of the benefits of a skilled workforce.



01766 800450 - [info@weacymru.org.uk](mailto:info@weacymru.org.uk) - [www.weacymru.org.uk](http://www.weacymru.org.uk)

## Staff Welcome Furniture yng Nghaernarfon yn uwchraddio eu sgiliau TG



Mae Welcome Furniture yng Nghaernarfon yn cynhyrchu dodrefn i'r ystafell wely, ac mae'n cyflogi 150 o staff, gan gynnwys 15 yn y swyddfa.

Pan benderfynodd Colin Pearce, y Rheolwr TG, fod angen gwella sgiliau'r staff swyddfa, fe gysylltodd â WEA Cymru.

Meddai Colin "Roeddwn i'n edrych ar y We am gwrs TG a fyddai'n addas i'r cwmni gan ein bod ni'n awyddus i gynyddu sgiliau ein staff.

Fe gysylltes i â WEA Cymru i drafod ein gofynion ac eglurodd Tudur Evans o'r Tîm Gweithle sut gallai'r prosiect Sgiliau Hanfodol yn y Gweithle ein helpu. Roedd hyn o gryn ddiddordeb i ni gan ei fod yn darparu hyfforddiant staff am ddim.

Mae'r cwrs wedi bod yn fuddiol iawn i'r cwmni ac rydw i wedi sylwi ar ostyngiad sylweddol yn nifer y ceisiadau am help gyda phroblemau TG ers i'r staff ddechrau ar y cwrs.

Maen nhw rwan yn gallu gweithio ar eu penau eu hunain efo meddalwedd fel Excel a Word heb ofyn am gymorth.

A mantais ychwanegol ydy y byddan nhw'n ennill cymhwyster yn y diwedd hefyd."

Dyweddodd Diane Williams, sy'n gweithio yn yr adran danfon nwyddau "Mae dysgu mwy am y feddalwedd wedi bod o help mawr. Roeddwn i'n defnyddio Excel mewn ffordd sylfaenol iawn o'r blaen a doeddwn i ddim yn sylweddoli bod cymaint o bethau eraill y gallwch eu gwneud efo hi.

Rydw i hefyd wedi bod yn dysgu sut i gyflwyno fy ngwaith, gan ddefnyddio ffontiau gwahanol a mewnforio ffotograffau, graffiau a thaenlenni, pethau na wyddwn i ddim amdany'n nhw o'r blaen."

Nododd Rachel Williams, Goruchwyliwr y Swyddfa "Cyn y cwrs doedd gen i ddim profiad o ddefnyddio Excel, ond rwan rwy'n teimlo fy mod i'n gwybod llawer mwy amdani ac mae'n hyfforddiant da at y dyfodol."

Ychwanegodd Colin "Mae Rob Sanderson, y Tiwtor, wedi bod yn barod iawn ei gymwynas ac wedi trefnu'r dosbarthiadau fel eu bod nhw ar amser cyfleus i ni. Mae'r ffatri ar gau ar brawn Gwener felly mae Rob yn dod i mewn bryd hynny."

Meddai Rob "Rwy'n falch iawn o'r ffordd mae staff Welcome Furniture wedi ymateb i'r cwrs. Maen nhw wedi gweithio'n galed ar eu prosiectau ac wedi symud ymlaen i lefel uwch na phan ddechreuon nhw."

**I gael mwy o wybodaeth cysylltwch â**  
**Sarah O'Connell Jones,**  
**Rheolwr SHyyG**  
**01766 800450 / 800455**  
**[Sarah.O'ConnellJones@weacymru.org.uk](mailto:Sarah.O'ConnellJones@weacymru.org.uk)**  
**Neu eich cysylltiad lleol isod**



Mae'r prosiect Sgiliau Hanfodol yn y Gweithle yn cael ei ariannu'n rhannol gan Gronfa Gymdeithasol Ewrop, drwy Lywodraeth Cymru.

Gan weithio mewn partneriaeth â Darparwyr Hyfforddiant a chyflogwyr, nod y prosiect yw codi ymwybyddiaeth o fanteision gweithlu medrus.

