

MANOR ROYAL TRAINING *Be part of it!*



SEPT 2024 - APR 2025



**LOW COST TRAINING
ON YOUR DOORSTEP**
DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES





QUALITY TRAINING DELIVERED LOCALLY FOR LESS

Welcome to the 18th Manor Royal BID training programme delivered in partnership with Crawley College exclusively for Manor Royal based companies.

This is one of numerous services the Manor Royal BID provides to Manor Royal people and businesses and is one of our most popular.

The programme is constantly changing and evolving in response to feedback, and has been since 2015.

We're delighted to be offering sustainability training as part of this programme, an area we know is important to all of us and every business as we look to reduce our carbon footprint.

One thing that has never changed is our objective to provide quality training, delivered locally at excellent, unbeatable prices.

Thank you to those Manor Royal companies who have made their rooms available to host a training session. This helps us to combine great training outcomes, with building local connections while keeping the costs as low as possible.

My thanks, as always, to Crawley College for their continued support and valued partnership.

Steve Sawyer
Executive Director, Manor Royal BID

To find out more about other services we provide visit:
www.manorroyal.org/benefits

To participate in our events for fun, information and connections see:
www.manorroyal.org/events

MANOR ROYAL EVENTS CALENDAR

Connected Crawley

Free informal networking every quarter bringing together members from Gatwick Diamond Business, Freedom Works, Crawley Town Centre BID and Manor Royal BID. Check the website for details.

Wednesday 18 September 2024

Move It - FREE Roadshow

12.00-14.00

Taking place at Virgin's HQ (VHQ) at the Crawley Business Quarter, find out about the Move It travel initiative, get your bike checked by Dr Bike, have it security marked by the Police, get a free health check, find out about travel discounts, plus nibbles and transport advice. No need to book. Just turn up.

Thursday 26 September 2024

Manor Royal BID People Conference

09.15-13.00

The event provides expert insights and the chance to connect with others with responsibility for recruiting and managing people in Manor Royal. Includes networking lunch. This event takes place at Crawley Town FC and focuses on creating caring, considerate and inclusive workplaces.

FREE FOR MANOR ROYAL

All Manor Royal events are free for Manor Royal companies and people to attend.

To book your place please visit www.manorroyal.org/events

Wednesday 06 November 2024

Manor Royal Matters

09.15-12.30

Taking place at the Crowne Plaza in Langley Green, Crawley, the Conference incorporates our AGM and Annual Review and brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal. Our Keynote speakers at this include Crawley's new MP, Peter Lamb and Sussex Police and Crime Commissioner, Katy Bourne. Includes networking lunch.

Wednesday 04 December 2024

Manor Royal BID Christmas Event

18.00-21.00

A fun and informal way to meet Manor Royal colleagues and get in the festive mood. Being held at Virgin HQ (VHQ) in Crawley Business Quarter off Fleming Way. Refreshments, music and Christmas spirit provided.

Tuesday 03 June 2025

Manor Royal Know Your Neighbour

09.30-15.00

Book your exhibition space for Manor Royal's key event of the year, bringing together 100s of companies from across the Business District for networking, break-out sessions and fun - creating a fantastic platform for local trade for the people and businesses of Manor Royal. Now in its 13th year and back at The Hawth Theatre.



LEADERSHIP TRAINING

For new and existing leaders to gain the greatest benefit, we recommend you complete all courses.

Course	Date/Time	Location	Manor Royal Price
Delivering Effective Appraisals The performance appraisal is a powerful tool for reviewing, retraining, motivating and developing employees - when used correctly. The course will explore with delegates how performance management fits within the overall management process; identify the powerful benefits of effective performance management; establish how to prepare for a performance review interview; reviewing performance; developing a personal action plan.	19/11/2024 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £250

**"GREAT COURSE, VERY WELL DELIVERED
AND HOPEFULLY I'LL BE BACK AGAIN SOON!"**

Dan Somogyi of Presteigne Broadcast Hire

IT TRAINING

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
Excel for Beginners Learn how to create spreadsheets containing formulae, covering the wide range of tools available within the package to manage the data, and providing knowledge of the basic elements, such as entering formulas, formatting cells, freezing, and splitting.	06/11/2024 09.30-16.30 07/01/2025 09.30-16.30 18/03/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £160
Excel Intermediate For those who already use Microsoft Excel to create simple formulae, this course provides further knowledge of the programme and its more advanced features, enabling delegates to use a wider range of tools and useful calculations including charts, conditional formatting, the If function, and object linking and embedding.	28/11/2024 09.30-16.30 28/01/2025 09.30-16.30 01/04/2025 09.30-16.30	Crawley College TBC Crawley College	MR Levy £50 Non-Levy £115 Std £170
Excel Advanced For delegates who wish to gain knowledge of some of the advanced features and formulae within Excel. Topics include auditing, look up tables, macros and assigning code to buttons, IF revisited, AND function, text functions, goal seeking, scenarios, consolidation of data, working with fractions, sub totals and pivot tables.	18/12/2024 09.30-16.30 25/02/2025 09.30-16.30 29/04/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180
PowerPoint For delegates who wish to gain knowledge of some of the advanced features and formulae within Excel. Topics include auditing, look up tables, macros and assigning code to buttons, IF revisited, AND function, text functions, goal seeking, scenarios, consolidation of data, working with fractions, sub totals and pivot tables.	04/02/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £170

“EXCELLENT TEACHER, VERY CONCISE.”

Conor Haskins - ILG

BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Train the Trainer This one-day training course will cover understanding the criteria of successful training, designing training plans appropriate to resources, individual needs and objectives, demonstrate effective delivery methods and allow delegates to practice and evaluate their own and other training sessions.	10/12/2024 09.30-16.30	Welland	MR Levy £50 Non-Levy £115 Std £250
Presenting for Success This course is designed to enable delegates to prepare and deliver targeted, effective, and professional presentations. The course focuses on the three key areas: preparation and planning, structuring a presentation and delivery. The course takes a holistic approach to presenting looking at the interaction of content and delivery to create a clear, individual, and organisational message. Delegates leave with a toolkit of techniques to help them carry this forward including how to manage the nerves associated with performance. During the day delegates will receive invaluable individual feedback and coaching which will build on their strengths and give them some strategies to develop their skills further back in the workplace.	13/01/2025 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £250
LEAN Awareness Lean in a nutshell. Learning through doing - module includes simulations and 'hands-on' practical group lean exercises. You will investigate the principles of lean organisation techniques and how to identify improvements in ways you are working that will benefit you, our customers and the organisation.	13/02/2025 09.30-16.30	Welland	MR Levy £50 Non-Levy £115 Std £250
Commercial Awareness Can you help your company to be more profitable, more successful and serve its customers well? Yes, you can - by developing your commercial acumen. This one-day module will introduce you to tools and techniques to identify improvements and present your ideas to others.	04/03/2025 09.30-16.30	Welland	MR Levy £50 Non-Levy £115 Std £250



FIRST AID TRAINING

Learn how to provide emergency first aid at work.

Course	Date/Time	Location	Manor Royal Price
Emergency First Aid at Work Suitable for those who are required to act as a First Aider, with the emphasis on preventing situations from becoming worse and maintaining life until help arrives. Certificate valid for 3 years.	12/11/2024 09.30-16.30 12/03/2025 09.30-16.30	Welland Veridian (CGG)	MR Levy £50 Non-Levy £115 Std £155

“GRANT IS VERY GOOD & INTERESTING - GREAT KNOWLEDGE.”

Jackie Hastings - Treetop Design and Print

“TRAINER WAS EXCELLENT”

Edward Kear - ROC

WELLBEING TRAINING

Increase your awareness, acceptance and knowledge of emotional wellbeing in and out of the workplace.

Course	Date/Time	Location	Manor Royal Price
Unconscious Bias The session highlights the impact of unconscious bias in an organisation and how to reduce the impact of this for better decision making and allowing for a more inclusive workforce. You will apply evidence-based techniques to identify, challenge, prevent and remove this in the workplace. You will also explore the theory behind it, why it occurs and how our brain causes us to make these decisions.	23/01/2025 09.30-16.30	Welland	MR Levy £50 Non-Levy £115 Std £250
Conflict Management Learn effective strategies to promote positive relationships among team members. Topics will include: Identify causes of conflict, evaluate models and theories to help with conflict management, create strategies for conflict resolutions, conflict models Thomas-Killman: Competing, collaborating, compromising, avoiding, accommodating, problem solving cycles and negotiating and influencing models.	26/03/2025 09.30-16.30	Welland	MR Levy £50 Non-Levy £115 Std £250

“OPENS YOUR MIND TO DIFFERENT THINKING, DIFFERENT APPROACH.”

Caroline Allen - ILG



HOW TO BOOK

Booking a training course with Crawley College could not be easier. We offer three simple ways for you to do this:

 www.crawley.ac.uk/manorroyal

 train@ccgtraining.ac.uk

 01293 442344

FIRE WARDEN TRAINING

Learn how to prevent and respond to fire hazards within the work place.

Course	Date/Time	Location	Manor Royal Price
Fire Warden and Awareness Training This training course has been designed to help businesses meet the requirements for trained fire marshals and fire awareness training. Although we think fire is rare and will never happen to us, we will learn the harsh realities of the dangers posed by fire and the cost to businesses, should a fire happen. We also run practicals in "VR" immersive experience which is both challenging and fun in equal measure.	03/12/2024 09.30-16.30 23/04/2025 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £250

"A REALLY WELL DELIVERED AND STRUCTURED COURSE PACKED WITH A LOT OF INFORMATION."

Luke Taylor - Sales of Metrobus



MEET THE TRAINERS



Darren Robathan

Training for 6 years now, I love teaching all things fire, first aid and health and safety. Our fire training leaves an experience to remember using our virtual reality fire training simulator, where you get immersed into a virtual reality and put to the test. I take pride in ensuring you will have the best experience training with us.



Deborah Naylor

With over 25 years as a business consultant, coach and training and development expert, Deborah has real evidenced business acumen which she has used to develop over 19,000 candidates.



Debbie Ross

Debbie has extensive experience in delivering training across various commercial sectors. She is currently a lecturer at CCG and has previously worked in Business Development and as an assessor for apprenticeships up to degree level. She also serves as a director and vice president of the Adur and Worthing Chamber of Commerce, representing the Education Sector.



Grant Pearce

Grant really is a 5 star trainer who takes pride in what he does and how he teaches. Using modern intuitive equipment, Grant will ensure you have an experience to remember which will give you the knowledge and skills you need to tackle emergencies requiring a first aider.



Laurence Bresh

Laurence is an Associate Lecturer in Leadership and Management for Chichester College Group. He brings more than 35 years' management experience as a marketing communications professional. He's been marketing director for a range of businesses including VisitBritain, during the London 2012 Olympic Games.



Louise Breinholt

Accomplished business professional with solid experience from a diverse mix of roles including 20 years in marketing and business development and 5+ years in Talent Development. Now a qualified learning facilitator, Louise is passionate about enabling others to develop in their roles.

Louise is also a member of Fawcett Society, working for equality for women and Chair of the UK LGBTQ+ Network at Wiley.



Paula Dickenson

Paula moved to training from a role in the telecoms industry, she has been delivering all levels of IT education for over 20 years. A self confessed geek she likes to share tips and tricks on how to get the most out of the world of computers.



Richard Brooks

The owner and director of SETAS, a specialist employability and mental health services provider, based in Horsham, Richard has been working in the employment support and mental health space for twenty years. He is an accredited instructor for Mental Health First Aid England and Fellow of the Institute of Employability Professionals.

MANOR ROYAL BID VOLUNTEERING PROGRAMME



Conservation based volunteering for team building, to improve the environment and build a sustainable community

The Manor Royal BID works with Sussex Wildlife Trust to provide a unique, cost free opportunity for Manor Royal based employees to participate in conservation based volunteering and team building activities at Crawler's Brook People's Park or at one of over 30 nature reserves across Sussex.

Whether you are looking for an informal team building activity or simply the chance to support the wildlife and give something back to the community, we have the opportunity for you.

At Crawler's Brook People's Park...

Manor Royal's largest green space, a five acre area and home to different forms of nature and wildlife - as well as a great space to unwind at lunch, have a meeting or escape for some peace and quiet.

Step into nature and help make Crawler's Brook a place where wildlife and people can thrive. Activities include Himalayan Balsam Removal, coppicing and scrub clearance. Physical conservation work is the main part of the day whilst learning about the habitat and wildlife within it.



For more information you can visit www.manorroyal.org/volunteering or contact the BID office info@manorroyal.org



www.manorroyal.org/volunteering

NET ZERO 360 SUSTAINABILITY WORKSHOP

Net Zero 360

29th November 2024 & 7th February 2025
09:00 - 16:00
Viridien, Crompton Way, Crawley RH10 9QN

Learn a step-by-step approach to sustainability and net zero in your business. You'll cover what net zero means for businesses, how to accurately measure your carbon footprint, and how to create a robust net zero plan tailored to your own business. Solid sustainability credentials will help you cut costs and waste, attract customers, investors, and talent, and satisfy regulations and tender requirements. You'll also be doing your bit for the next generation.

- £65 per delegate (Levy Payer)
- £75 per delegate (Non-Levy Payer)



Morning session

- Climate change jargon busting
- Why bother?
- Understanding where your business's carbon emissions come from
- Understanding what a carbon footprint measurement is
- Beyond carbon: a look at circular economy, reducing waste, and innovation

Afternoon session

- Measuring your business's carbon footprint, including energy and buildings, goods and services, waste, transport and more.
- Using a carbon calculator
- Creating a sustainability action plan for your business
- Support and funding available to put your plan into action

For more information or to book, please contact train@ccgtraining.ac.uk

NET ZERO. IT'S POSSIBLE.



TRAIN WITH US

at Crawley College

Trade Courses

We work with industry experts including the NICEIC, City & Guilds and OFTEC to ensure you receive relevant certification and training. Choose from specialist courses in construction, electrical, gas, plumbing and oil including:

- > 18th Edition Wiring Regulations
- > C&G 2391-52 Inspection & Testing
- > C&G 2396 Design & Verification

All Manor Royal BID Levy payers are entitled to an exclusive 20% discount on selected training courses delivered at Crawley College.

We are now delivering renewable training. If you are interested, please visit our website or get in touch for further information.

Contact us

Email train@ccgtraining.ac.uk to find out more or visit crawley.ac.uk

BUSINESS, MANAGEMENT & PROFESSIONAL TRAINING

to keep you ahead of the game

Professional roles within Manor Royal's diverse businesses are essential to the area's ongoing growth, innovation, and success.

In collaboration with Crawley College and The Chichester College Group, Manor Royal's business ecosystem provides excellent professional development opportunities for current employees and local young workers.

We offer a variety of government-funded and self-funded training programmes to meet the needs of entry, mid, and senior-level talent.

We partner with top industry awarding bodies such as ACCA, AAT, ILM, CIPD, CIM, and CMI.



Here is a list of our current business and professional apprenticeships available through the Chichester College Group. These programmes support the recruitment and development of new staff, as well as upskilling and accrediting your existing team using government funding:

- > Customer Service Practitioner Level 2
- > Business Administration Level 3
- > Assistant Accountant Level 3 (can include Level 2 bookkeeping exams)
- > Multi-Channel Marketer Level 3
- > HR Assistant Level 3
- > Team Leader/Supervisor Level 3
- > Associate Project Manager Level 4
- > Professional Taxation Technician AAT Level 4
- > People Professional HR Level 5
- > Operations/Department Manager ILM Level 5
- > Senior People Professional HR Level 7

For more information, please contact us at philip.perryman@gbmc.ac.uk

MANOR ROYAL: A PLACE WITH BENEFITS

Through the Manor Royal BID, you automatically gain access to a range of services and benefits that might not necessarily be available somewhere else, including:

- | | |
|--|---|
|  Cheaper staff travel |  Free events programme |
|  Additional security measures, business watch membership |  Additional winter and grounds maintenance |
|  Low cost training programme |  Tailored magazine and dedicated communication |
|  Dedicated point of contact |  Free and unlimited job board access |
|  Access to bespoke business directory |  Cost-saving schemes and employee benefits |
|  On-going and continued investment |  Support and facilities |

The list of additional services, benefits and projects being delivered is constantly changing. Please visit the Manor Royal BID website for the latest details:

www.manorroyal.org



www.manorroyal.org/benefits

THANK YOU TO OUR BUSINESS HOSTS



WELLAND MEDICAL
wellandmedical.com



HARWOODS JAGUAR LAND ROVER
harwoods.co.uk



COMPLY SENSE
complysense.co.uk



VIRIDIEN
viridiengroup.com

CONTACT US

Manor Royal BID Office:

 **01293 813 866**

 **info@manorroyal.org**

 **manorroyal.org**

Subscribe to monthly Manor Royal ebulletin

Subscribe to quarterly Manor Royal News Magazine

Working in partnership for a better Manor Royal



01293 442344
crawley.ac.uk/manorroyal