

MANOR ROYAL TRAINING *Be part of it!*

APR 2022 - OCT 2022



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES



Crawley
College



QUALITY TRAINING FOR LESS WITH MANOR ROYAL BID

Our partnership with Crawley College to provide quality training, delivered locally at unbeatable prices is one of the most popular benefits of Manor Royal BID.

Over the past 12 months around 300 people have taken advantage of the Manor Royal BID Training Programme, collectively saving almost £25,000 on their normal fees, an average saving of about £85 per delegate compared to normal prices. To date, that adds up to an astonishing 1,500 learners saving Manor Royal companies over £160,000.

Our message is simple: if you need to invest in training for your team whether in Excel, team leading, customer service, mental health and more, take a look at the Manor Royal Training programme before going anywhere else. If there is something not here that you would like to see in a future programme – let us know. Your feedback can help shape the training programmes we design.

My thanks to Crawley College for their continued support.

Steve Sawyer
Executive Director, Manor Royal BID



FREE AND UNLIMITED JOB POSTINGS

The Manor Royal Jobs Board, powered by award winning LoveLocalJobs.com, allows companies to advertise their Manor Royal based opportunities for FREE and UNLIMITED.

The process is easy.

Email info@lovelocaljobs.com put in the subject line “MR JOBS BOARD” - *your business name*, and attach your job description, job title and logo. That’s it.

If you have regular jobs to post, get in touch with the team to discuss how we can make your life even easier.

To date Manor Royal companies have saved over £310,000 by using the Jobs Board that advertises your openings across the Gatwick Diamond travel to work area.

Find the people you need while saving time and money with Manor Royal BID.

www.manorroyal.org/jobs





LEADERSHIP TRAINING

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

| Course | Dates/Time | Location | Manor Royal Price |
|--|---------------------------|-----------------|---|
| <p>Unconscious Bias</p> <p>The session highlights the impact of unconscious bias in an organisation and how to reduce 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.</p> | 6 May 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp Non-Levy payers £105pp Std £200</p> |
| <p>Coaching Skills for Managers</p> <p>Coaching skills are an essential part of any management role and effective coaching will in turn reap rewards for any business, increasing productivity and efficiency. This course develops delegates' coaching strategy using a range of tools, including identifying areas for improvement, using goal setting techniques, and encouraging meaningful feedback.</p> | 16 May 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp Non-Levy payers £105pp Std £200</p> |
| <p>New to Team Leading</p> <p>Develop an understanding of team dynamics, SMART objectives, and the impact of good management style in the workplace. Delegates will learn a range of skills including how to recognise working styles within their teams, how to communicate effectively as a leader and how to develop their own management style.</p> | 12 Sep 2022 9.30-16:30 | Crawley College | <p>MR Levy payers 45pp Non-Levy payers £105pp Std £200</p> |



IT TRAINING

Learn to use Microsoft PowerPoint and advanced functions and formulas in Microsoft Excel and supercharge your Microsoft Office skills.

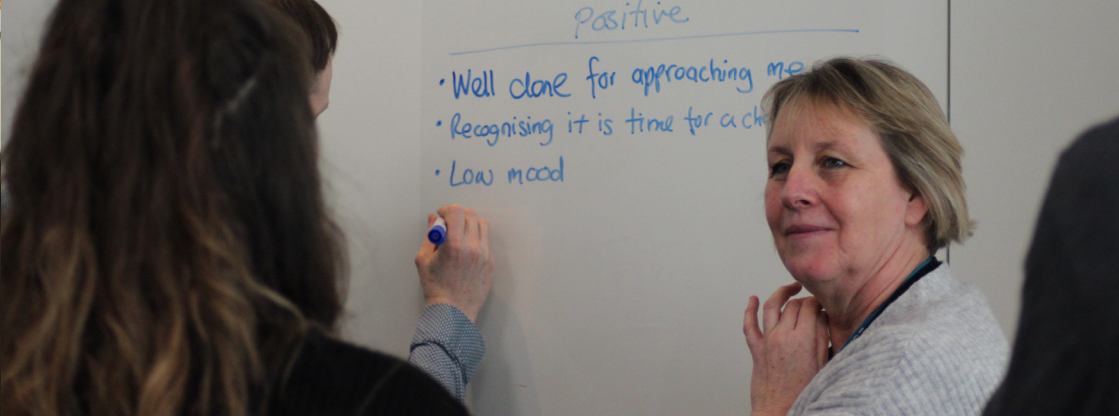
| Course | Dates/Time | Location | Manor Royal Price |
|---|---|----------------------------|---|
| <p>Excel for Beginners</p> <p>Learn how to create spreadsheets containing formulas, covering the wide range of tools available within the package to manage the data, and providing knowledge of the basic elements, such as entering formulas, formatting cells, freezing, and splitting.</p> | <p>9 May 2022 9:30-16:30</p> <p>9 Sep 2022 9:30-16:30</p> | <p>Crawley College</p> | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £130</p> |
| <p>Excel Intermediate</p> <p>For those who already use Microsoft Excel to create simple formulas, this course provides further knowledge of the program 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.</p> | <p>24 June 2022 9:30-16:30</p> <p>7 Oct 2022 9:30-16:30</p> | <p>Crawley College</p> | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £150</p> |
| <p>Excel Advanced</p> <p>For delegates who wish to gain knowledge of some of the advanced features and formulas 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.</p> | <p>5 Sep 2022 9:30-16:30</p> <p>31 Oct 2022 9:30-16:30</p> | <p>Crawley College</p> | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £170</p> |
| <p>PowerPoint</p> <p>PowerPoint allows you to create, edit, view, present, or share presentations quickly and easily from anywhere. PowerPoint lets you make a lasting impression with powerful and customizable slides and presentations that make you stand out. Create slideshows and present with confidence. Making a delightful and impactful presentation has never been easier. PowerPoint gives you templates to work from and automatic design ideas for your presentations.</p> | <p>30 Sep 2022 9:30-16:30</p> | <p>Crawley College</p> | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £170</p> |



BUSINESS TRAINING

Learn ways to prepare your business for a post-pandemic future.

| Course | Dates/Time | Location | Manor Royal Price |
|--|---------------------------|-----------------|--|
| <p>Equality, Diversity & Inclusion</p> <p>This course will enable delegates to develop an understanding of the issues that contribute to the complex topic of equality and diversity in the workplace and wider community. It is not intended as an in-depth guide to employment legislation.</p> | 6 June 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £200</p> |
| <p>Effective Time Management</p> <p>This course will enable delegates to plan time effectively to increase productivity. They will learn techniques to enable them to prioritise and schedule tasks, handle timewasters and deal with procrastination.</p> | 19 Sep 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £200</p> |
| <p>Successful Project Management</p> <p>From project brief to post implementation review, delegates will gain extensive project management skills enabling their projects to be completed within a given timescale and on budget, while meeting their aims and objectives.</p> | 3 Oct 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £200</p> |



WELLBEING TRAINING

Progress through each course to increase your awareness, acceptance and knowledge of emotional wellbeing in and out of the workplace.

| Course | Dates/Time | Location | Manor Royal Price |
|--|---------------------------|-----------------|---|
| <p>Developing and Maintaining Resilience</p> <p>Resilient people demonstrate great flexibility, high energy, and mental agility and consistently perform at their highest level. They have strong relationships and support networks that help them to amplify their productivity and results. The beauty of resilience is that whilst it's partly about personality and genetic make-up, there are also learnable skills, and this training can help to boost these.</p> | 4 July 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £200</p> |
| <p>Wellbeing</p> <p>Organisations with happy staff achieve better business outcomes, seeing a positive return on their investment in workplace wellbeing. We will equip delegates to manage their wellbeing and maintain a positive working culture using the latest tools from the worlds of neuroscience, positive psychology, and mindfulness. We will enthuse the participants to develop their wellbeing levels and provide participants with ideas to create an individual wellbeing plan for building and maintaining their own personal wellbeing and to develop effective strategies to prevent and manage stress at an individual and team level.</p> | 10 Oct 2022 9:30-16:30 | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp Std £200</p> |

“Great course, extremely useful and the instructor is very engaging”
- Georgina Hollis

“Fantastic trainer and easy to understand!”
- Rebecca Smith

“Brilliant course! Will recommend to our office!”
- Paul Langton



Mental Health, First Aid, and Fire Safety Training

Learn how to spot fire hazards, the triggers and signs of mental health conditions and provide emergency first aid at work.

| Course | Dates/Time | Location | Manor Royal Price |
|--|--|-----------------|---|
| <p>Emergency 1st Aid at Work (Qualsafe)</p> <p>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.</p> | <p>20 May 2022 9:30-16:30</p> <p>17 June 2022 9:30-16:30</p> <p>1 July 2022 9:30-16:30</p> <p>30 Aug 2022 9:30-16:30</p> <p>16 Sep 2022 9:30-16:30</p> <p>14 Oct 2022 9:30-16:30</p> | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp</p> <p>Std £125</p> |
| <p>Mental Health First Aid</p> <p>This two day course trains you as a Mental Health First Aider, giving you a in-depth understanding of mental health and the factors that can affect wellbeing, practical skills to spot the triggers and signs of mental health issues, confidence to step in, reassure and support a person in distress, enhanced interpersonal skills such as non-judgemental listening, knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix.</p> | <p>13 June- 14 June 2022 9:30-16:30</p> | Crawley College | <p>MR Levy payers £165pp</p> <p>Non-Levy payers £225pp</p> <p>Std £325</p> |
| <p>Level 2 Award in the Principles of Fire Safety (RQF)</p> <p>This qualification is aimed at anyone involved in the management of fire safety who are based in any area where there is a potential risk of fire. On gaining this qualification you will know that fire safety is the responsibility of everyone and will recognise the causes of fire as well as knowing common hazards, the steps in a fire risk assessment and how to reduce the likelihood of fires.</p> | <p>26 Sep 2022 9:30-16:30</p> | Crawley College | <p>MR Levy payers £45pp</p> <p>Non-Levy payers £105pp</p> <p>Std £110</p> |

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



MEET THE TRAINERS



Dan Beasley

For over 14 years Dan has delivered First Aid courses to clients in the leisure industry including Virgin Atlantic and Hilton Hotels. Dan aims to create a fun and friendly environment, offering the vital knowledge and skills to cope with real life emergency.



Doug Chapman

With over 20 years of experience in professional learning and development, Doug has held senior positions in many sectors and worked with clients in leisure, retail, transportation, automotive, engineering and social housing.



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.



David Olorenshaw

David has been running IT courses for Crawley College since 2000. He's also a massive fan of motorcycle sport, especially the Isle of Mann TT.



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 Crawter'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 Crawter'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 Crawter'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.

Or a Digital Detox elsewhere

While we'd love for you to get stuck into Crawter's Brook, if you fancied a day off site to support your staff wellbeing by connecting with nature away from the pressure of technology, why not try a digital detox at Tilgate Park or Gatwick Woodland. Unplug and make fires, learn to work with tools or try your hand at woodworking activities.



For more details, contact Louise Collins at the Sussex Wildlife Trust on 01273 497522 or email LouiseCollins@sussexwt.org.uk



www.manorroyal.org/volunteering

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



EXCLUSIVE OFFERS

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
- > PAT Testing
- > DIY for Beginners

Short Courses

Our flexible range of short courses are an ideal way to give you the vital skills and certifications you need to excel in your role. Courses include:

- > Introduction to Social Media
- > Employment Law
- > Professional Presenting Techniques
- > Adobe Photoshop

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

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



FREE ONLINE COURSES AT CRAWLEY COLLEGE

Courses include:

General

- > Equality and Diversity
- > Information, Advice and Guidance
- > Understanding Data Protection and Data Security (GDPR)

Business & Management

- > Principles of Business Administration
- > Creating a Business Start-Up
- > Understanding Excellence in Customer Service for Hospitality
- > Principles of Team Leading
- > LEAN Organisation Management Technique
- > Warehousing and Storage

Education

- > Understanding Behaviour that Challenges
- > Understanding Safeguarding and Prevent



Child Care

- > Understanding Children and Young People's Mental Health

Adult Care

- > Principles of Dementia Care
- > Understanding Dignity and Safeguarding in Adult Health and Social Care
- > Principles of End of Life Care
- > Understanding Falls Prevention Awareness

General Health

- > Understanding Autism
- > Understanding the Care & Management of Diabetes
- > Understanding Common Health Conditions
- > Safe Handling of Medication in Health and Social Care
- > Improving Personal Exercise, Health and Nutrition
- > Principles of the Prevention and Control of Infection
- > Understanding Specific Learning Disabilities
- > Principles of Working with Individuals with Learning Disabilities

What's great about our courses...

- > Achieve a recognised Level 2 certificate
- > No cost to you or your staff
- > Fully online, with high quality support materials
- > Support and guidance from our dedicated assessors/tutors

To find out more or book, please contact us:

01293 442333 | employers@ccgtraining.ac.uk | chigroup.ac.uk/freecourses



Contact the Manor Royal BID Office:

01293 813 866

info@manorroyal.org

manorroyal.org

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Working in partnership for a better Manor Royal

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