

MANOR ROYAL TRAINING *Be part of it!*

NOV 2023 - APR 2024



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES





QUALITY TRAINING FOR LESS WITH MANOR ROYAL BID

Welcome to the 16th 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 previous phase of training was among the most popular since we started working with the college in 2015. My advice is to take a look and get in quick to avoid disappointment.

We continually review the programme in response to feedback, so if there is a course or subject not covered by this phase of training that you would like to see included in a future phase do let us know.

Once again, thanks those Manor Royal host companies who have made their rooms available. This allows us to combine great training outcomes with building local connections across the Business District.

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

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

Steve Sawyer
Executive Director, Manor Royal BID

MANOR ROYAL EVENTS CALENDAR

Wednesday 04 October 2023 Manor Royal Charity Zumba

Now an annual event, sign up for this year's 2 hour Zumba marathon and help raise funds for local causes.

Wednesday 08 November 2023 Manor Royal Matters

The AGM and Conference brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal.

Wednesday 13* December 2023 Manor Royal Christmas Event

A chance to meet Manor Royal colleagues and get in the festive mood. SAVE THE DATE

* please note date change

Wednesday 17 May 2024 Manor Royal Know Your Neighbour

A chance to meet Manor Royal Providing a real platform for local trade for the people and businesses operating on Manor Royal.

Thursday 18 April 2024 Manor Royal Careers Fair

This is a free event for Manor Royal employers to exhibit their business, the diversity of careers and jobs available in Manor Royal. SAVE THE DATE



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
Effective Leaderships Skills This course will give delegates an understanding of leadership styles, the impact different styles have on those who are 'led' and how to choose the most appropriate approach for a given situation. This course will also be useful if you want to understand more about how to develop the leadership styles of your management team.	28/02/2024 09.30-16.30	Harwoods Jaguar Land Rover	MR Levy £50 Non-Levy £115 Std £230
New to Team Leading 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.	20/03/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £230

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

*All Manor Royal BID events are exclusively for Manor Royal based companies and are FREE to attend unless advertised as a charity event where a donation is required.

**"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.	07/11/2023 09.30-16.30 06/02/2024 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 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.	05/12/2023 09.30-16.30 26/03/2024 09.30-16.30	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.	09/01/2024 09.30-16.30 16/04/2024 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180
PowerPoint PowerPoint allows you to create, edit, view, present, or share presentations quickly and easily from anywhere. PowerPoint provides a quick view of your recent slides and presentations for easy access on any device. 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.	30/01/2024 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
Effective Time Management Managing time means gaining more control over how we spend it, and there are some straightforward techniques that can be applied. It is chiefly about conditioning our environment rather than allowing our environment to condition us, and not allowing time pressures to build up from the interruptions, questions or demands of others. You will cover the following topics: Recognising time styles, prioritising, and scheduling tasks, recognising, and managing timewasters and procrastinators, delegation and setting objectives.	20/11/2023 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £230
Developing Excellence in Customer Service This highly interactive course will give delegates the knowledge, understanding and confidence to deliver an outstanding service experience, while at the same time be ambassadors of service, with the skill to coach team members back in the workplace.	30/11/2023 09.30-16.30	Harwoods Jaguar Land Rover	MR Levy £50 Non-Levy £115 Std £230
Negotiation Skills This course is designed to help delegates build upon the fundamental principles of assertive communication in order to develop the skills and techniques to gain support and commitment from colleagues and clients in achieving goals.	15/12/2023 09.30-16.30	Harwoods Jaguar Land Rover	MR Levy £50 Non-Levy £115 Std £230
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.	31/01/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £230



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.	13/11/2023	CGG	MR Levy £50 Non-Levy £115 Std £150
	09.30-16.30		
	17/01/2024	CGG	
	09.30-16.30		
	14/03/2024	CGG	
	09.30-16.30		
	26/04/2023	CGG	
	09.30-16.30		

“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
Mental Health First Aid This two day course trains you as a Mental Health First Aider, giving you: an 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.	19/02/2024 - 20/02/2024	Welland Medical	MR Levy £170 Non-Levy £225 Std £325
	09.30-16.30		
Managing Stress in the Workplace This course will enable delegates to identify signs and causes of stress and explore tactics to help them manage their own stress and support colleagues. They will appreciate how their organisation can assess and control the risk of stress related illness.	25/03/2024	Welland Medical	MR Levy £50 Non-Levy £115 Std £230
	09.30-16.30		



FIRE WARDEN TRAINING

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

Course	Date/Time	Location	Manor Royal Price
Fire Warden and Awareness Training This training course has been designed to meet the needs of businesses to meet the requirement to have 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.	25/01/2024 09.30-16.30	Comply Sense	MR Levy £50 Non-Levy £115 Std £200

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.



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.



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.



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.



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.

FREE E-LEARNING COURSES



Access eLearning courses are available FREE for all Manor Royal businesses to support your employees training needs. From Workplace Skills, Mental Health and Wellbeing to Cyber Awareness training. Courses include *:

- Sustainable Development
- Energy Efficiency Awareness
- Finance for Non-financial Managers
- Introduction to Project Management
- Coaching Skills
- Unconscious Bias
- Financial Wellbeing
- Right People, Right Role
- Five ways to Wellbeing
- Consumer Rights
- Working Safely and Securely
- Fire Warden Training
- Protecting your business from Cyber Attacks
- Handling Data

* Many more course titles are available

This fantastic offer has been subsidised through the BID, meaning that **ALL Manor Royal businesses** can have access to this e-learning portal FREE of charge.

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



FREE WELLBEING SUPPORT



Supporting your employee's wellbeing is especially important at a time when the cost of living is adding an extra strain to people's mental health and wellbeing and impacting on productivity. Manor Royal BID has partnered up with Wellbeing with Cari to offer FREE wellbeing support including:

- Wellbeing consultations for all employees
- Immediate, tailored support and insights (giving you real data on how your people are feeling)
- An individual wellbeing audit for your business, identifying the ROI on your interventions and your people's ability to perform at their best
- Wellbeing Champion training – One FREE place for each Manor Royal business
- Regular wellbeing webinars focussing on relationships, resilience, performance, sleep, and more



To start your FREE wellbeing consultation please scan the QR code.

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



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.



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

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



CCG | Training

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
- > C&G 2396

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

We are delivering a range of renewable courses from October 2023, if you are interested, please visit our website for further information.

Contact Us

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



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

Chichester
College
Group

THANK YOU TO OUR BUSINESS HOSTS



WELLAND MEDICAL
wellandmedical.com



HARWOODS JAGUAR LAND ROVER
harwoods.co.uk



COMPLY SENSE
complysense.co.uk



CCG
cgg.com

CONTACT US

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