

MANOR ROYAL TRAINING *Be part of it!*

NOV 2022 - APR 2023



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES





QUALITY TRAINING FOR LESS WITH MANOR ROYAL BID

Each year some 30 plus individual training courses are organised specifically for the benefit of Manor Royal companies, providing them with access to quality training, delivered locally at unbeatable prices.

That adds up to an annual saving of approximately £30,000 shared between about 300 attendees. An average of £100 saving for every Manor Royal learner, depending on the course.

What's more, the programme is kept under constant review by the Manor Royal Talent and Training Group and in response to feedback we receive from Manor Royal companies.

I am delighted that this programme sees the return of local, Manor Royal host companies to combine training outcomes with building local connections across the Business District.

Please take a look, book early to avoid disappointment and let us know what courses you would like covered in the future or let us know if you wanted to become more involved in the Talent & Training Group.

My thanks, as ever, to Crawley College for their continued support and excellent partnership.

Steve Sawyer
Executive Director, Manor Royal BID

VOTE TO CONTINUE MANOR ROYAL BID

Every five years businesses have to vote to keep the Manor Royal BID going. All Business Improvement Districts in the UK have to do this.

Businesses will have to vote on the future of the Manor Royal BID in February 2023 based on an exciting new Business Plan covering the period 2023-28. If businesses do not vote "YES" the Manor Royal BID will automatically stop along with everything it delivers - including this training programme.

The proposal for the next five-year term of the Manor Royal BID is the most ambitious ever. As well as the continuation of the projects, benefits and services currently delivered, the new plan includes the introduction of a new objective (Sustain and Renew) to help make Manor Royal more sustainable.

It also includes a package of an additional £2.5m secured from local and national Government to help improve facilities and infrastructure, but only if businesses vote "YES". We want to build upon the improvements already made but can only do it with your help.

To find out more about
the new Business Plan visit:
www.manorroyal.org/BID3

To let us know who will be voting
for your business or to arrange a chat
about the Manor Royal BID email:
info@manorroyal.org



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 |
|---|---------------------------|--------------------------------|---|
| 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. | 27/02/2023 09.30-16.30 | Welland Medical | MR Levy £45 Non-Levy £105 Std £200 |
| Coaching Skills for Managers 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. | 20/03/2023 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 Std £200 |

**"GREAT TRAINER - WELL DELIVERED. GOOD PACE.
REALLY INTERESTING AND INFORMATIVE. THANK YOU."**

Vicky Ungless - Creative Technology



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. | 07/11/2022 09.30-16.30 01/02/2023 09.30-16.30 | Crawley College | MR Levy £45 Non-Levy £105 Std £130 |
| 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. | 09/12/2022 09.30-16.30 08/03/2022 09.30-16.30 | Crawley College | MR Levy £45 Non-Levy £105 Std £150 |
| 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. | 11/01/2023 09.30-16.30 19/04/2023 09.30-16.30 | Crawley College | MR Levy £45 Non-Levy £105 Std £170 |

BUSINESS TRAINING

Learn ways to prepare your business for the future.

| Course | Date/Time | Location | Manor Royal Price |
|--|---------------------------|--------------------------|---|
| Behaviour Sales This workshop is suitable for those working in a client-facing or B2B sales role. It focuses on the behaviours required to be a successful salesperson. It will focus on the behaviours needed to build trusting relationships, identify a customer's real need and propose solutions that meet those needs. | 08/11/2022 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 Std £200 |
| 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. | 30/11/2022 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 Std £200 |
| Successful Project Management 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. | 23/01/2023 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 Std £200 |

“EXCELLENT CONTENT, REALLY WELL PRESENTED AND VERY INFORMATIVE.”

Michael Phillips - ILG



FIRST AID TRAINING

Learn how to provide emergency first aid at work.

| Course | Date/Time | Location | Manor Royal Price |
|--|---------------------------|----------|---|
| Emergency First Aid at Work (Qualsafe) 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. | 03/11/2022 09.30-16.30 | Elekta | MR Levy £45 Non-Levy £105 Std £125 |
| | 16/12/2022 09.30-16.30 | CGG | |
| | 20/01/2023 09.30-16.30 | CGG | |
| | 17/03/2023 09.30-16.30 | CGG | |
| | 28/04/2023 09.30-16.30 | CGG | |

“EXCELLENT ONE DAY COURSE FOR WORKPLACE FIRST AID.”

Pauline Stewart - BT Local Business

“GREAT COURSE AND TRAINER.”

Jane Axford - Delta Security Management

WELLBEING TRAINING

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

| Course | Date/Time | Location | Manor Royal Price |
|---|---------------------------|--------------------------------|---|
| Environmental Training This two-hour online training course will cover issues about the environment and why we should care, Human impact on climate change and biodiversity, workplace impacts on the environment and how we can help, costs and consequences of getting it wrong in the workplace and individuals and how we can all make a difference. | 22/11/2022 10.00-12.00 | Online (via Zoom) | MR Levy £25 Non-Levy £45 Std £200 |
| Developing & Maintaining Resilience 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. | 02/02/2023 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 Std £200 |
| Managing Change This is suitable for any staff member who works in an ever-changing environment and wishes to develop methods as to how to manage this change. This is also beneficial for managers wishing to review the way they lead and organise their team during change and how they can adapt their style. | 07/03/2023 09.30-16.30 | Harwood Jaguar Landrover | MR Levy £45 Non-Levy £105 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

SOCIAL MEDIA TRAINING

Learn how to use social media to make the most of your business.

| Course | Date/Time | Location | Manor Royal Price |
|--|---------------------------|----------|---|
| Social Media to Boost Business This course aims to give delegates a tour around some of the more advanced features of the four main social media platforms, Facebook, Twitter, Instagram, and LinkedIn. As well as learning about how to use those features, delegates will come to understand what business functions those features can help. The day will be rounded off with a focus on the benefits of using those features and what kind of business needs they can satisfy. | 07/12/2013 09.30-16.30 | TBA | MR Levy £45 Non-Levy £105 Std £200 |
| LinkedIn for Business This course aims to give delegates a tour around the basics of setting up a personal LinkedIn profile. In addition, it will cover some of the more advanced features of LinkedIn to help you and your teams with publishing thought-leadership content, sales prospecting, and advertising. Delegates will learn how to take a strategic approach to using LinkedIn on behalf of their Senior Leadership teams, and their Sales teams. | 03/03/2023 09.30-16.30 | TBA | MR Levy £45 Non-Levy £105 Std £200 |



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.



John Donoghue

John has a vast amount of sales experience having successfully run several businesses and spent 25 years selling IT and software solutions. His aim now is to pass on this knowledge to others be they new entrants into the world of sales or seasoned professionals who are looking to review their own practice and who realise that incremental improvements.



Helen Ward

Helen has an extensive background in marketing and communications management. She is also a qualified and experienced teacher, teaching part-time at Chichester College where her work includes running professional digital marketing courses for the Chartered Institute of Marketing. She is also a consultant for a Brighton based PR company, as well as running her own freelance marketing business. Outside of work Helen is an enthusiastic sailor and enjoys travelling, theatre, photography and blogging.

FREE E-LEARNING COURSES



Access eLearning courses are available FREE for all Manor Royal people to meet your training needs, from health, safety and compliance to personal and professional development.

Access eLearning courses are designed to deliver the learning you need to keep your people safe, meet compliance requirements and drive development with market-leading eLearning courses.

Access eLearning Courses provide complete learning pathways, robust recording and simple reporting of training undertaken. It's flexibility also allows for remote working and helps to support change management within an organisation. This fantastic offer has been subsidised through the BID, meaning that ALL Manor Royal people can have access to this service FREE of charge.

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



FREE WELLBEING SUPPORT



We were delighted to launch an incredible NEW OFFER available to Manor Royal businesses to provide high quality wellbeing support, especially important at a time when the cost of living is adding an extra strain to people's mental health and wellbeing.

This fantastic offer has been subsidised through the BID, meaning that ALL Manor Royal people can have access to this service FREE of charge.

The offer includes:

- Wellbeing consultations for all employees
- Immediate, tailored support and insights
- 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 – free for one employee of each member organisation
- Regular wellbeing webinars focussing on relationships, resilience, performance, sleep, and more

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.

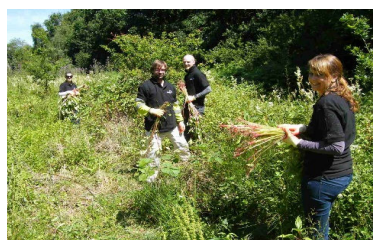
At Crawter's Brook People's Park...

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.

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.



Sussex
Wildlife Trust



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



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



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
- > PAT Testing
- > DIY for Beginners

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

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

THANK YOU TO OUR BUSINESS HOSTS



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elekta.com



HARWOODS JAGUAR LAND ROVER
harwoods.co.uk

WELLAND MEDICAL
wellandmedical.com



CCG
cgg.com

CONTACT US

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College**

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